



## **Part Time Event Supervisor**

**Job Title:** Part Time Event Supervisor

**Date Posted:** 3/4/2019

**Closing Date:** 3/22/2019

**Status:** Part Time/Hourly

**Salary:** \$10.00 per Hour

**Hours:** Varies, 8-30 hours per week. Work a variable schedule as needed between the hours of 7:00am and 1:00am, including weekends and holidays.

### **Description of Position**

The Part Time Event Supervisor is responsible for monitoring facilities for rentals and other events on an as-needed basis. They are also responsible for cleaning, answering telephone calls, and greeting visitors. The part time event supervisor will be expected to work a variable schedule as needed between the hours of 7:00am and 1:00am, including weekends and some holidays. This position requires someone with a flexible schedule, a high level of dependability and attention to detail.

### **Qualifications**

Must possess a service oriented personality and be able to communicate clearly. Must be able to listen to and understand information. Must have good problem-solving and organizational skills. Must be capable of following directions, using good safety awareness, and applying sound judgment in decision making situations. Must be a minimum of 21 years old. Must be able to lift 30lbs. Must possess a valid driver's license.

### **Essential Duties and Responsibilities**

1. Open and close rental facilities for customers.
2. Supervise buildings while they are rented by enforcing rental rules and regulations.
3. Provide help to customers such as instruction in the use of the audio visual equipment.
4. Keep rental facilities clean and stocked during events.
5. Ensure that renters have properly cleaned all areas before they leave.
6. Conduct showings of our rental facilities.
7. Assist with Lake Katherine event preparations.
8. Abide by Employee and Safety Manual.
9. Other duties as assigned.

**Those wishing to apply should send a resume and cover letter before 5pm on March 22, 2019 to:**

Lake Katherine Nature Center & Botanic Gardens  
7402 West Lake Katherine Drive  
Palos Heights, IL 60463

OR

[Bridget.provost@lakekatherine.org](mailto:Bridget.provost@lakekatherine.org), noting "Part Time Event Supervisor" in the email subject line (email text can also serve as the cover letter).

***Please do not call or email Lake Katherine about the posting. Only those selected for interview will be contacted.***