



Part-Time Event Supervisor

Job Title: Part-Time Event Supervisor

Status: Part-Time/Hourly

Salary: \$11.00 per Hour

Hours: Varies, 8-30 hours per week. Work a variable schedule as needed, including evenings and weekends.

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 light cleaning, answering telephone calls, and greeting visitors. The Part-Time Event Supervisor works a variable schedule as needed, including evenings and weekends. This position requires a flexible schedule, a high level of dependability, and attention to detail.

Qualifications

Must have a service-oriented personality, communicate clearly, have good problem-solving and organizational skills and have a professional demeanor. Must be capable of following directions, using good safety awareness, and applying sound judgment in decision-making situations.

Essential Duties and Responsibilities

1. Open and close rental facilities for customers.
2. Supervise buildings and outdoor events while clients are renting by enforcing rental rules and regulations.
3. Provide help to customers, such as instruction in the use of the audiovisual 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.

Physical Demands

Handling of materials up to 30 lbs., navigating walking on uneven surfaces, walking up & down stairs, and working in all weather conditions.

Those wishing to apply should send a resume and cover letter to:

Bridget.provost@lakekatherine.org

Please note 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 interviews will be contacted.