



236 Walnut Avenue
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Event Team / Event Team Coordinator

This is a seasonal position within the Group Sales Department with varying day and evening hours based on event schedule. This individual will work in a fast-paced environment and must have experience with all Microsoft Office programs and general office administration. Experience is preferred, but not required. Evenings, weekends and holidays are mandatory. Individual must be available to work at the beginning/mid May thru mid/end September. Lakeside provides an opportunity for affordable dorm housing in a camp environment.

ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Create schedules for the Event Team based on event schedule needs
- Work collectively with the Youth Housing Caretaker to ensure facilities are ready for guests
- Participate in the set-up/cleanup of group events, including set-up/teardown/cleanup of banquet events, meetings, weddings, internal events, family reunions, etc.
- Must be physically able to set-up and teardown equipment, such as tables, chairs, linens, audio/visual equipment, vacuuming, etc. (Training will be provided)
- Verify that the Events Team has fulfilled the set-up and cleanup of facilities prior to and following the group's use
- Report to the Group Sales Manager on a daily basis

FOR MORE INFORMATION PLEASE CONTACT:

Operations Administrator
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