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Event Team Coordinator

JOB: Seasonal, Hourly (Non-Exempt)

DEPARTMENT: Conference & Event Planning

REPORTS TO: Conference & Event Planning Manager and Conference & Event Planning Coordinator

SUMMARY: This is a seasonal position within the Conference & Event Planning Department with varying day and evening hours based on the events' schedule. These individuals will work in a fast-paced environment as part of a team that set up and tear down events across the grounds.

Applicants must be available to work from mid-May through mid-August, but preferably through Labor Day. Team members are expected to work days, evenings, weekends and all summer holidays (Memorial Day weekend and Fourth of July). The position requires the physical movement of chairs, banquet tables and sound equipment, therefore, applicants must be able to lift 40+ lbs. and able to legally drive.

Ideal candidates are physically active, good listeners and forward thinkers with high energy and a positive attitude. Ability to work as part of a team is a must. Lakeside Chautauqua provides affordable dorm housing in a camp environment.

ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Lead a team of 3 people to ensure all events are set up on time based on the events' schedule
- Prepare a bi-weekly schedule of tasks based on the events' schedule
- Attend weekly Event Team meetings
- Organize employee schedules based on the bi-weekly events' schedule
- Work with the Event Team to set up events, including banquets, parties, weddings, etc.
- Work with the Event Team to tear down and clean after events
- Work with the Event Team to ensure cleanliness of all venues
- Collect and verify all employee timesheets and return to supervisor on time
- Keep inventory of all equipment and supplies; responsible for placing orders when needed
- Responsible for transporting equipment across grounds in Lakeside vehicle
- Report to the Conference & Event Planning Office on a daily basis
- Any and all other duties as assigned

QUALIFICATIONS: To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school graduate or its equivalent. Must have a valid Ohio driver's license since you'll be driving a Lakeside vehicle. Working knowledge of audiovisual and sound equipment is preferred, but not required.

LANGUAGE SKILLS: The ability to completely understand, read, analyze and correspond reports. The ability to effectively communicate information professionally with department managers, clients and guests.

MATHMATICAL SKILLS: The ability to apply basic math concepts.

REASONING ABILITY: The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS & WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must regularly lift and/or move more than 40+ pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to wet, cold, humid, hot, very hot conditions and may be required to work outdoors. There is occasionally the requirement to move mechanical parts, handle properly toxic or caustic chemicals; there can be a risk of electrical hazards and the employee must use extreme caution and use appropriate safety procedures when necessary. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FOR MORE INFORMATION, PLEASE CONTACT:

employment@lakesideohio.com

Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.

Applicant/Employee Signature

Date

Supervisor Signature

Date