

CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

1403 W. Hines Hill Rd., Peninsula, Ohio 44264

330-657-2909

www.conservancyforcvnp.org

Position Announcement **Event Host**

March 2, 2018

The Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The organization both advocates and educates on behalf of the national park, reaching out to people of all ages and businesses to build membership, provide volunteer opportunities, coordinate efforts with other partner organizations, increase fundraising, and encourage enjoyment of and participation in the many wonderful opportunities available in Cuyahoga Valley National Park. The Conservancy also manages Extraordinary Spaces in Cuyahoga Valley National Park for executive board meetings, corporate retreats, and social events including weddings.

Position Description, Essential Duties (other duties as assigned)

The Conservancy Event Host is responsible for assisting with all aspects of the Conservancy's *Extraordinary Spaces* rental groups. The position reports to the Sales and Guest Services Managers. The Conservancy Event Host will provide excellent customer service to our *Extraordinary Spaces* guest groups by adhering to Conservancy and National Park Service policies, procedures, and standards. Event Host will create a welcoming environment for guests, conduct informative sales tours, answer commonly asked questions, and open and close facilities responsibly. In addition to becoming an integral part of the Conservancy Guest Services team, event host will work interdepartmentally to assist with Conservancy events including hosting and catering assistance. Event host will work varied schedule primarily evening and weekend hours. Position location will vary to include shifts at Happy Days Lodge, Hines Hill Campus, and the Environmental Education Center.

Minimum Qualifications:

High school diploma required, associates or bachelors degree in hospitality or related field preferred. Candidate must have proven guest services experience (catering and/or event experience preferred) and success in interpersonal skills. Must have the ability to write clearly and coherently in correspondence and effectively communicate over the phone. The candidate will be able to use a reservations program, Microsoft Word, and Excel effectively. This position requires the employee to travel frequently between sites in Cuyahoga Valley National Park.

The host position requires candidate to be on feet for long periods of time, walk and carry items up and down stairs and have the ability to stretch and lift 50 pounds.

Ohio and FBI fingerprint check required. Valid Ohio driver's license and reliable transportation are required.

Pay / Hours / Term: Part-time, entry-level position. Hourly rate is contingent upon experience. **There are no benefits associated with this position.**

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading *Seasonal Event Host*.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.