

CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Event Host**

March 1, 2019

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 Conservancy's mission is to enrich lives and our communities by inspiring use, appreciation and support of Cuyahoga Valley National Park and ensure its preservation.

Position Description, Essential Duties (other duties as assigned):

Essential duties include:

- Assisting with all aspects of the Conservancy's *Extraordinary Spaces* rental group.
- 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.
- 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.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.
- Other duties as assigned.

Minimum Qualifications:

- High school diploma required, associates or bachelor's 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.
- All employees of the Conservancy are required to pass a background check prior to the start of employment. Employees who will be working at the Cuyahoga Valley Environmental Education Center must be fingerprinted for a background check in the state of Ohio and a FBI criminal record check prior to the start of employment due to the presence of children. These employees must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.
- Reliable transportation required. Employee must have a valid driver's license and meet our driving record policy due to use of a government or Conservancy owned vehicle. Employee will be required to participate in and pass the government Defensive Driving course.

Status/ Pay/Benefits: Part-time, non-exempt, 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 *Event Host*. Posting closes when position is filled.

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.