

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

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

Position Announcement **Event Host**

May 14, 2021

The Conservancy for Cuyahoga Valley National Park is the official friends group and philanthropic partner for Cuyahoga Valley National Park (CVNP). With a mission to enrich people's lives and enhance our region by inspiring use, preservation and support of Cuyahoga Valley National Park, the Conservancy offers cultural and educational programming, co-manages the park's volunteer program, provides venues for weddings, meetings and special events, and operates park retail spaces.

Join us! Be a part of something special! If interested in being part of a professional, passionate, and highly motivated team you are encouraged to apply.

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 event 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 other locations as assigned.
- Employee must 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.
- Reliable transportation required.
- All employees of the Conservancy are required to pass a background check prior to the start of employment.

Status/ Pay/Benefits: Part-time, non-exempt, \$11.50 hourly rate. 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.