

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

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

Position Announcement

4/29/2022

Stanford House Host

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.

Help make great guest overnight lodging experiences at the Stanford House in the Cuyahoga Valley National Park. If interested in being part of a professional, passionate, and highly motivated team you are encouraged to apply.

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in Conservancy programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees.

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

Essential duties include:

- Assisting with all aspects of overnight rentals of the Stanford House. This includes but is not limited to; booking reservations, in between guest visits ensuring the house is guest-ready for the next group; assisting with general cleaning, linen changes, washing dishes, and inventory tasks. This position reports to the Stanford House Manager.
- Providing excellent customer service to our Stanford House rental guests by adhering to Conservancy and National Park Service policies and procedures.
- Ensuring that guests' needs are being met and will assist with check-in, check-out, and food service in accordance with current Conservancy policies and procedures.
- Orient guests to the facility/property and conduct sales tours, as assigned.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

Minimum Qualifications:

- High School diploma required.
- Knowledge of principles and processes for providing exemplary customer service.
- Must possess strong communication and problem-solving skills.
- Must be able to effectively present information to the public, guests, management and fellow staff, and able to respond to common inquiries from visitors.
- Must possess the ability to work in a team environment as well as operate independently.
- Physical demands include sitting occasionally; using a keyboard frequently; standing, walking, reaching, hearing, and talking very often. Must frequently lift and move up to 50 pounds. Specific vision abilities required by this position include close vision, color vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually quiet to noisy.
- Enthusiasm, tolerance, and creativity required.
- For mileage reimbursement the driver must have a valid Driver's License and evidence of insurability.
- Employees who are required to drive a Conservancy and/or government vehicles per their essential job duties must have a valid Driver's License, evidence of insurability, and meet our driving record policy. Employee may be required to participate in and pass the government Defensive Driving course.
- Reliable transportation is required.
- Must be willing to work during the day and weekends.

- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment.
- The policy of the Conservancy is that all employees entering the workplace must be fully vaccinated against COVID-19. Requests for accommodation for religious or medical reasons will be evaluated in accordance with applicable law.

Status/Pay/Benefits: Part-time, non-exempt position. Work flexible hours; up to 20 hours a week. \$13.00 hourly rate. No benefits associated with this position.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading **Stanford House Host**. This is an immediate opening and 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.