

# CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | [www.conservancyforcvnp.org](http://www.conservancyforcvnp.org)

## **Position Announcement** **Event 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.*

**Grow your career in events as an Event Host at the Conservancy for the Cuyahoga Valley National Park's award-winning event venues! If you are passionate, personable, and enthusiastic, we'd love you to join our Extraordinary Spaces team. You will assist our Event Operations Managers in welcoming groups to the unique spaces in the National Park to help create an extraordinary experience.**

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 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.
- Employee must have a valid Driver's License, evidence of insurability, and meet our driving record policy due to use of a Conservancy and/or government vehicles, and/or reimbursement of mileage.
- All employees of the Conservancy are required to pass a background check prior to the start of employment.

- 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.
- 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, \$13.00 hourly rate. There are no benefits associated with this position.

**To Apply:** Send cover letter and resume to [apply@forcvnp.org](mailto: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.***