

*Haverford Township Parks and Recreation department is seeking a **part-time Event Host** to oversee events at the CREC building. As part of the Rental Staff team, you will be the first point of contact for customers hosting events at our first-class facility in Haverford Township. You will be responsible to set-up and break-down the event space, support the rental customer with all their needs before, during, and after the event, and ensure the event goes smoothly.*

This part-time position will be scheduled mainly on the weekends and evenings, 10-15 hours per week. Starting rate: \$17 and up depending on experience and qualifications.

Position Summary: Work under the Rental Staff Supervisor in order to set-up/break down and host various events while attending to customers' needs to ensure a positive, supportive, and fun experience.

All Rental Staff should have knowledge and passion for what the Parks and Rec Department offers to the community (memberships, activities, events, etc.) It is important for the rental staff to be able to communicate what we offer to all of our visitors such as walk-ins, building users, and customers.

Essential Functions:

- Present professional demeanor as the first point of contact for rental customers
- Set-up and break-down rooms for various events (chairs, tables, food, etc.)
- Greet and support customers upon arrival for their event
- Review arrangements with customer before guests arrive and attend to their needs before, during, and after event to ensure complete success and customer satisfaction
- Direct guests to event spaces
- Supervise events and enforce building rules and regulations
- Ensure the rented spaces are properly broken down and cleaned after each event
- Responsible for setting up audio and visual equipment and ensuring all components work before guests arrive
- Responsible to understand function and structure of the CREC building (heating/cooling system, fire escapes, event spaces, outside area/trails, etc.) and be able to communicate this to the customers
- Submit emergency accident reports to Rental Staff Supervisor

Qualifications:

- High school diploma, GED, or its equivalent
- Excellent customer service and attentiveness to customers required
- Must be able to work diplomatically, courteously, and professionally at all times
- Ability to set-up, run, and trouble-shoot audio and visual equipment
- Ability to lift and/or move up to 30 pounds: move tables, chairs, trash cans, and similar
- Ability to perform manual labor
- Ability to work independently and as part of a team; self-starter
- Demonstrated initiative and have strong problem-solving skills
- Ability to take and comprehend oral and written instructions
- Must be well-organized with the ability to multi-task

Location: Haverford Township Community Recreation and Environmental Center (CREC)
9000 Parkview Drive Haverford, PA 19041.

A pre-employment drug screening, background examination, and criminal history check will be required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to bend, kneel, reach, squat, and lift throughout a work shift. The employee occasionally must lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is occasionally required to walk; climb stairs; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is a busy events space and sports center. Position involves lifting and carrying tables and chairs.

Antidiscrimination Policy:

It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

To Apply:

Anyone interested in this position should obtain an Employment Application in the Office of Human Resources located in the Township Administration Building, 1014 Darby Road, Havertown, PA, or on the Township Website.