



Events Assistant (Part-Time)

Forest Preserve District of Kane County

Contact Name: Amy Sarro

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Contact Phone: 630-232-5921

Closing Date:

Salary: Starting at \$16.00 per hour

Description:

JOB SUMMARY

Under direct supervision from the Director of Community Affairs or the Community Affairs Specialist, this position oversees special events held at the District rental facilities including: The Barbara Belding Lodge at Brewster Creek Forest Preserve and Creek Bend Nature Center at Leroy Oakes Forest Preserve. Both facilities are in St. Charles. Events are mainly evenings and weekends. May also include weekdays and holidays.

*HOURS/SCHEDULE: AS SCHEDULED (MUST BE AVAILABLE WEDNESDAY – SUNDAY)

ESSENTIAL POSITION DUTIES and FUNCTIONS to be performed with or without reasonable accommodation

Operations:

- * Opens, closes, promotes and oversees District facilities and grounds for special events.
- * Shows District facilities to prospective renters.
- * Ensures that room and outdoor setups are accurate and that all rooms are clean and in good working order.
- * Moves chairs, tables and other equipment as necessary.
- * Coordinates with on-site vendors.
- * Reviews with caterers and/or bartenders their responsibility under the Dram Shop Act (if alcohol is being served), affirms facility regulations regarding the serving of alcohol, encourages recycling and disposal of garbage in the appropriate dumpsters, and reaffirms District expectations for cleanliness during and after events.
- * Helps maintain building cleanliness during and after events (fills paper towel, soap and toilet-paper dispensers, replaces garbage bags, moves trash bags and recycling to dumpsters, picks up after any spills, vacuums during event as needed, stacks chairs following each event, and leaves facilities as clean as possible for next event).
- * Checks for property damage or removal and cleanliness during and after events.

- * Answers questions and provides information regarding the District or rental facilities.
- * Makes sure all guests and vendors have exited the building by close of event. Shuts down all equipment (non-essential lighting, gas fireplace, television, kitchen appliances, etc.). Secures all doors, sets alarm and locks facility after event.
- * Provides feedback to Director of Community Affairs and Specialist on each event, public input, or other issues.
- * Directs guests to lower level of building during inclement weather.
- * Contacts District's Public Safety or Operations departments as needed.
- * Works irregular hours, mainly evenings and weekends. May also include weekdays and holidays.
- * Possesses and maintains a valid and current Illinois Driver's License free from suspension or revocation during term of employment; employee must maintain insurability with the District's fleet insurance carrier.
- * Obtains and maintains all required licenses and certifications and keeps up-to-date on professional trends and developments related to position accountabilities.
- * Attends professional conferences, workshops and seminars as appropriate within budget parameters and with Department Head approval.
- * Performs the job safely and in compliance with District policies, procedures, work and safety rules, the Employee Handbook, and applicable laws and regulations.
- * Performs essential duties and functions as assigned, with or without accommodation.

ADMINISTRATION

- * Establishes and maintains a positive and professional relationship with the permit holders, vendors, staff, commissioners, volunteers and the public, even under difficult situations.
- * Adheres to the Vehicle Use and Motorized Equipment program regarding insurance coverage for personal vehicles.
- * Additional duties and functions may be essential.
- * Staff Supervision: None.

MINIMUM QUALIFICATIONS

- * Minimum Age Requirement: 21 years of age.
- * Education: High school diploma or GED equivalent.
- * Experience: 1-2 years of event planning or hosting preferred.
- * Certifications/Licenses: CPR/1st AID/AED certification must be obtained and maintained within one year of employment.

Application Procedure: Apply online

Web: <https://kaneforest.com/careers>

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