

Avon-Washington Township
Parks and Recreation Department
311 Production Dr.
Avon, IN 46123
317-745-0785
www.washingtontwpparks.org



Job Title: Lead Event Staff
Immediate Supervisor: Recreation Coordinator
Work Schedule: Part-Time, Seasonal
Salary: \$10.00 - \$18.00/hr
FSLA Overtime Status: Non-Exempt

Purpose of Position:

The Lead Event Staff is responsible for assisting with miscellaneous programs offered by the Parks Department and a variety of special events at the ice rink, facility rentals and other. The Lead Event Staff will act as the Event Host for the ice rink, facility rentals and programming. Duties may include setting up and tearing down event/rental items such as tables, chairs, tents, banners, sound equipment, etc. The Lead Event Staff will be responsible for day-to-day operations of programming, rentals and staff at the ice rink. Must be able to work independently and as a team player.

Essential Functions: Employee must be able to complete these with or without accommodation

- Excellent customer service to all visitors to the ice rink, rental, or programs.
- Coordinate volunteers in implementing leisure service programs for Washington Township Park
- Respond to public inquiries, resolve complaints and conflicts for programming and events
- Promote programs, ice rink to the community
- Help maintain ice rink, program and event equipment, initiating repairs/replacement, and inventory
- Assist with registrations for ice rink, events, reservations for facilities, and assist office staff with other administrative duties
- Maintain strict confidentiality regarding park issues.
- Moderate to heavy lifting with occasional standing, bending, and carrying.
- Work requires the ability to work extended and/or evening hours, on occasion work weekend/holiday hours.
- Able to Plan, set-up, run and break-down programs and events
- Enforcing Park and facility rules and calling for appropriate assistance when necessary
- Assisting with the maintenance of equipment and ensuring safe and proper use of the equipment

- Follow all Washington Township policies and procedures as described in the Employee Manual and all other Parks Department policies and guidelines
- General office work and basic data entry
- Perform other related duties and/or special projects as needed
- Must be able to work on several tasks at once.

Minimum Qualifications:

- Minimum of 16 years of age
- Must obtain and submit criminal history background check
- Must be able to lift to 50lbs. on a consistent basis
- Must be able to work outdoors in the elements
- Willingness to work a flexible schedule including but not limited to evenings, weekends and Holidays
- Ability to operate general office equipment including a computer and its software
- Ability to project enthusiasm
- Ability to work in a team setting with variable support roles
- Valid First Aid and CPR certifications or ability to obtain before the program begins (preferred)
- Reliable transportation to and from program site
- Must be able to work independently

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