

Job Description - Event Staff

POSTING DATE: February 26, 2026

ANTICIPATED START DATE: April 6, 2026

POSITION REPORTS TO: Rentals Coordinator

FLSA STATUS: Part-time, non-exempt

NO. OF HOURS PER WEEK: 2-8 hour shifts as scheduled, MUST BE AVAILABLE FRIDAY THROUGH SUNDAY

COMPENSATION: \$15.00/hr.

POSITION SUMMARY:

A part-time, as events are scheduled, position to setup and teardown equipment and act as a backup event facilitator to assist clients at event-day rentals at one of four venues owned and operated by Glen Helen Association

CORE RESPONSIBILITIES:

- Set up, clean, and tear down basic equipment – tables, chairs
- Stock restrooms with supplies
- Inspect the grounds for damages and pick up any trash remaining after events
- Act as an event facilitator when extra help is needed on busy weekends
 - Provide on-site assistance during events at Glen Helen rental facilities, including weddings, parties, celebrations of life, business meetings, and public events
 - Open and prepare rental facilities for events – unlock space, turn on lights, HVAC, and confirm the space is clean and ready for the client
 - Set up, clean and tear down basic equipment – tables, chairs, audio equipment
 - Direct guest traffic and parking
 - Greet and assist renters by answering questions and assisting with appropriate accommodations
 - Monitor rental facilities during events – pick up trash, keep restrooms tidy, wipe up spills, eliminate safety hazards, note any items that are missing or broken
 - Close rental facilities after event concludes – turn off lights, HVAC, remove trash to proper receptacles, and secure all doors
- Act as an ambassador for Glen Helen – answer questions about the history, mission and programs at Glen Helen, share information with guests interested in membership or rentals

QUALIFICATIONS:

- Customer service: 1 year (Preferred)
- Conflict management: 1 year (Preferred)
- Previous event experience a plus

- Must complete and pass a BCI/FBI background check

REQUIRED SKILLS/PHYSICAL ABILITIES:

- Customer service experience, exceptional interpersonal skills and friendly demeanor
- Good problem solving skills
- Ability to perform under stress
- Excellent multitasking abilities
- Conflict management skills
- Lift up to 40 lbs.
- Reliable transportation to and from Yellow Springs – Jacoby Road, Grinnell Road, Corry Street, and State Route 343 locations

ABILITY TO COMMUTE/RELOCATE:

- Yellow Springs, OH 45387 - reliably commute or planning to relocate before starting work (Required)

WORK LOCATION:

- In person

To apply, please send your resume with 3 references.