

Events Coordinator



Department: Events Coordinator

FLSA Status: Exempt

Reports to: Executive Director

Date: 1-20-25

POSITION SUMMARY:

Under the direction of the Executive Director, the Events Coordinator will plan, direct, market, and supervise the logistics of events for Centennial Lodge as well as several fundraising events and will be responsible for meeting guidelines set by the Executive Director. The right candidate for this role will have 1 or more years of supervisory experience working in the catering, events, or family entertainment industry. The ability to lead and coordinate a team is essential. This position is full-time and requires working some nights and weekends. This position reports to the Executive Director. Full-Time: 40 - 45 hours/week

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Leadership

- Assist in the development of strategic plans to make the best possible use of the Centennial Lodge Event Facilities to provide additional revenue, community exposure, community service, and deepened partnerships with local businesses.
- Develop and maintain new Event Programs which may include Youth Groups, Team Events, Celebrations, Business Outings, community classes, seasonal and annual Events, etc
- Work in partnership with Camp Director and Full Time Program Directors to coordinate use of Centennial Lodge facilities for Resident Camp, Resident Rental groups, and School Groups.
- Work in partnership with the Development Director to Coordinate and manage logistics of fundraising events onsite and offsite, including existing events and new events.
- Coordinate and manage the logistics of events unique to Centennial lodge.
 - New business development, Pricing, Marketing, Event Sales, Safety, Admin Duties, event staffing, event services, setup/teardown, and act as Manager on Duty for events.
 - Field initial customer inquiries from websites, email, and phone calls to qualify and access new opportunities
 - Coordinate with Food Services Director and Camp Director on staffing and dining service capacities and options
 - Create and present customized event proposals, highlighting our unique offerings
 - Correspond with industry vendors and partners to confirm event details, catering, rental orders, and logistics as necessary
- Address client feedback promptly to ensure satisfaction.
- Create and update as necessary Policies & Procedures focused on Events and creating the best guest experience possible
- Attend industry events to promote services.
- Other responsibilities delegated by the Executive Director.

• Team Participation

- Work to develop a positive image in all the communities we serve. Carry the camp flag and tell the story to bring more people, businesses, supporters, alumni, and children to Anokijig.
- Participate as requested in all programs, activities, events, fundraising, etc.
- Participate as requested in the annual process of camp set up and teardown.
- Participate as requested in the overall planning and management of Anokijig.

Events Coordinator



QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

EDUCATION/CERTIFICATION/LICENSURE:

- High school education or equivalent. Higher Education degree preferred.
- Ability to obtain a Town of Rhine Operators License (Responsible Beverage Server (RBS) training).

EXPERIENCE REQUIRED:

- 2-5 years of previous supervisory experience.
- Events management, Family Entertainment Industry, or catering management Preferred.

KNOWLEDGE AND SKILLS REQUIRED:

- Must enjoy working with kids, teenagers, college students, and adults.
- Entrepreneurial mindset, positive attitude, & trustworthy.
- Calm & confident while holding self and employees to a high standard.
- High Comfort level in a customer-facing environment
- Ability to solve problems under pressure while maintaining a fun, friendly environment.
- Ability and willingness to work nights, weekends, and holidays as necessary.
- Ability to perform duties with no supervision and have outstanding problem solving/ conflict resolution skills.
- Must be detail oriented
- Willingness to uphold camp standards for safety, customer service, and positive values.
- Must have a valid driver's license and reliable transportation.

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to lift up to 25 lbs. The physical activities of the position may include talking, reaching, standing, grasping, light lifting, bending, squatting, and other repetitive motions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee signature

Date