



The Dunwoody Nature Center has a wonderful opportunity for you to join the Development team! If you are interested in becoming an Event Host, please send your resume and cover letter to madhav@dunwoodynature.org. Please do not call. All emails will receive a reply from Madhav Dave.

Title: Event Host

Reports to: Development and Rentals Manager

Schedule: Part-time, primarily nights and weekends

Job Status: Hourly, \$15/hr (average eight-hour shifts)

Position Summary: The Program Leader is responsible for representing the Nature Center to our guests and clients during facility rentals.

Principal Responsibilities:

Provide guests and clients with a positive facility rental and usage experience from beginning to end.

Maintain safety of all guests and visitors.

Ensure that the clients and vendors uphold all rental procedures and policies.

Take quality pictures of events for Dunwoody Nature Center marketing purposes

Interact with a variety of service providers and determine the best way to assist them in creating a high-quality event, including but not limited to:

- Overseeing set-up and break-down efforts, including helping move furniture and other items
- Assisting vendors
- Answering questions
- Relocating trash and other items throughout event
- Setting up AV equipment
- Cleaning and sanitizing when necessary
- Aiding guests in the event of an emergency situation

Requirements:

High school degree or equivalent; some event or hospitality experience preferred

18 years of age or older

Clean background check

Competencies:

- Strong customer service and in-person communication skills
- Strong organizational skills with the ability to multi-task
- Good physical condition to walk, stand, and lift up to 30 pounds
- Flexible approach to problem-solving
- Ability to work independently with minimal direct supervision

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