



The Dunwoody Nature Center has a wonderful opportunity for you to join the Programs team! If you are interested in becoming an Event Host, please email your resume and cover letter to our Event Sales Manager at [abigail@dunwoodynature.org](mailto:abigail@dunwoodynature.org).

**Title:** Event Host

**Reports to:** Event Sales Manager, Abigail Reid

**Schedule:** Part-Time, Occasional, primarily nights and weekends

**Rate:** Hourly, \$15/hr (average eight-hour shifts)

**Position:** The Event Host is responsible for representing Dunwoody Nature Center to all 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

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

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

- Overseeing set-up and breakdown of décor not belonging to DNC
- Assisting with small layout changes
- Directing vendors
- Upkeep restrooms throughout the event
- Reminding clients of trash disposal policy, in addition to location of bins
- Setting up A/V equipment
- General upkeep throughout the event (i.e. small spills, broken DNC items, etc)
- Aiding guests in the event of an emergency

**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 30lbs
- Flexible approach to problem solving
- Ability to work independently with minimal direct supervision