



**Austin
Sunshine
Camps**

Title: Events and Operations Coordinator

Reports to: Director of Finance and Operations

Type: Full-time

About ASC and this role:

Austin Sunshine Camps (ASC) is a non-profit organization with a mission to engage and empower youth through educational and outdoor experiences. We hold year-round programming at our 21,000 square foot Zilker Lodge in Zilker Park as well as at our more rustic cabin-style camp on Lake Travis. We are looking for a dedicated, detail-oriented, client-focused, self-starting Events and Operations Coordinator to join our team. The ideal candidate is passionate about providing exceptional experiences, building relationships, and working in a fast-paced, changing environment.

Responsibilities:

Events

Events at ASC take place across departments, including our Zilker Lodge Rental Program, Development Department, Programs Department, and through our partnership with The Young Men's Business League. Each of our events serves as an opportunity to cultivate current stakeholders as well as to introduce new stakeholders to the mission of ASC. The Events and Operations Coordinator will play a vital role in ensuring our events run smoothly and efficiently, and that all of our stakeholder groups have an exceptional experience with ASC.

Zilker Lodge Rental Program (ZLRP) - When we aren't conducting our camp programs, we open the doors of our Zilker Lodge to the community as a unique rental venue, hosting a variety of meetings and special events. The profit we earn at each event goes back to serve the mission of ASC. The Events and Operations Coordinator will act as the second member of a two-person ZLRP team, helping us elevate this unique rental venue within our community.

ZLRP event responsibilities include:

- Work closely with the Event Sales Manager to ensure a seamless transition from event sales to service for all rental customers
- Act as the main point of contact for all rental customers post sale, including event planning, preparation, day of logistics, and post event follow-up
- Hire, train, manage and schedule all "Event Assistants", part-time employees who work evening and weekend rental events
- Manage communications, files and data on each customer and each event
- Manage all scheduling and calendaring for the Zilker Lodge in coordination with year-round programs event schedule
- Coordinate pre and post-event cleaning
- Manage the budget and track expenses for the ZLRP to include outsourced post-event cleaning, supplies and event assistant staffing

Other event responsibilities include:

- Provide administrative assistance with the planning, preparation, day of logistics, and post event follow-up to programs, development, and volunteers

Operations

Facilities - Our two beautiful camp locations act as important backdrops to the magic that happens at Austin Sunshine Camps. The Events and Operations Coordinator will be responsible for ensuring the maintenance and upkeep of our facilities through impeccable record keeping, scheduling, and procurement of vendors. We are looking for a candidate who will love our camps as much as we do, preserving their beauty for future generations.

Facilities responsibilities include:

- Organize and manage all vendors related to facilities and vehicle maintenance and upkeep of the Zilker Lodge and Lake Travis camp locations
- Manage preventative maintenance, inspections, and life-cycle requirements for all facilities as well as all vehicles and equipment
- Monitor and update permits and licensing processes for all facilities and programs
- Negotiate vendor prices and adhere to organizational budget
- Assist in ensuring that programs are operating in compliance with all local, state and federal regulations
- Create and manage a process for storage and use of all equipment and vehicles
- Coordinate all cleaning services

Office and Administrative - Our team is small but mighty. We move fast and we accomplish big goals. The Events and Operations Coordinator will act as a hub for our team, providing thoughtful administrative support to staff and key stakeholders throughout the year.

Office and administrative responsibilities include:

- Assist with data entry, record keeping, filing, printing, mailing, calling, and documentation across departments
- Maintain meticulous records of work load by month, timelines, and vendor communications
- Check and respond to the info@sunshinecamps.org email address
- Assist with answering the phones and distributing general mailbox voicemails
- Order and stock paper goods, office supplies, cleaning supplies, kitchen supplies, and bathroom supplies

Requirements:

- Excellent computer, phone, and organizational skills
- Strong attention to detail
- Ability to communicate effectively with internal and external staff, vendors, volunteers, stakeholders, and campers
- Possession of a valid driver's license
- Must pass a National Enhanced Criminal Background Check
- Must be willing to clean and provide facility upkeep when a vendor isn't needed
- Must be able to work nights and weekends as required
- Willing to become Ropes/Challenge Course Certified and work as part of the team to conduct Ropes Course sessions for campers, volunteers, renters, and other stakeholder groups when needed
- Able to lift up to 35 lbs

Compensation and Benefits:

- The salary for this role will be \$35,000 - \$45,000 annually, based on experience and skills
- Full-time employees have access to group health, vision, and dental insurance covered at 50% by ASC, and life insurance and short-term disability insurance covered at 100% by ASC
- ASC offers all full-time staff 160 hours of PTO plus office holidays

To apply for this position:

Please submit a cover letter and resume to jobapplicants@sunshinecamps.org with "Events and Operations Coordinator" in the subject line. Incomplete applications will not be considered.