



**Austin
Sunshine
Camps**

Title: Events Assistant

Reports to: Events & Operations Coordinator

Type: Hourly, Part-time (Up to 30 hours per week, depending on events)

Starting Hourly Rate: \$18.00

Start Date: August 2022

Austin Sunshine Camps (ASC) seeks a motivated and mission-driven Events Assistant to assist the Zilker Lodge Rental team on all events, organization and execution of the Zilker Lodge Rental Program. ASC is a nonprofit that provides the magic of overnight camp experience without the barrier of cost to Austin youth ages 8-15.

In 2015, we constructed a 21,000 square foot lodge in Zilker Park was built in order to double the amount of youth we can serve each summer. When the Lodge is not being used for programming, we rent it to the public as a source of earned revenue. Every dollar spent renting the Lodge goes back to help us achieve our mission. We are looking for a dynamic individual who is excited about customer service, working hard and enhancing the lives of the youth in our community.

Key Responsibilities

- Assist with all aspects of customer service for rental clients and event guests
- Execute all day of event logistics (including communication, set-up, tear down, cleaning, parking, etc.)
- Maintain on-site relationships with vendors
- Act as the main point of contact during events, ensuring that each customer has an awesome experience

Requirements:

- Must be able to work a flexible schedule, which will be primarily evenings and weekends. Additional hours are available for overnight events
- Ability to lead as well as follow and execute instructions effectively
- Highly organized, self-motivated and self-directed
- Solutions oriented: oversee event operations and respond quickly with solutions to customer needs
- Professional and friendly - able to build relationships with customers and vendors on site
- Must be able to handle stress and remain calm
- Must be able to stand for long periods of time
- Must have reliable transportation

Qualifications

- Prior event experience or in-person customer service experience
- Exceptional interpersonal communication skills
- Must pass a National Enhanced Criminal Background Check
- Able to lift up to 35 lbs
- Food Handlers Card recommended

Why Austin Sunshine Camps?

- Ability to have a direct, positive impact on the youth that experience the magic of overnight camp
- Work in the beautiful Zilker Lodge in Zilker Park

How to Apply - Please email your cover letter, resume and pay rate requirements to jobapplicants@sunshinecamps.org with "Events Assistant" in the subject line.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization. Check out the Zilker Lodge online at www.zilkerlodge.com