



ANDERSON TOWNSHIP

Position Description

Mission Statement

To provide services which protect and enhance the quality of life in our community.

JOB TITLE:	Event Attendant
DEPARTMENT:	Administration
REPORTS TO:	Event Coordinator
FLSA STATUS:	Non-Exempt
LAST REVISION:	09-16-21

DEFINITION

The Event Attendant assists the Event Coordinator with a variety of duties related to events and activities that take place on Township-owned property.

ESSENTIAL FUNCTIONS

The Event Attendant will interact with and take direction from the Event Coordinator regarding the use of Township buildings and properties. This position will set-up and break-down tables and chairs, perform light janitorial duties and assist renters and event attendees. This position may be required to open and/or close Township-owned buildings according to the scheduled activities for that day.

EXAMPLES OF WORK

- Notify Event Coordinator of any safety and/or maintenance issues
- Set-up and break-down for activities and rentals, including tables, chairs, a/v equipment
- Assist clients with basic audio-visual equipment needs, including those used in the Anderson Center performing arts theater
- Monitor assigned location for potential security issues and report to the appropriate authority
- Other duties as assigned

REQUIRED KNOWLEDGE AND ABILITIES

The Event Attendant must have the ability to interact and communicate with renters and the general public in a professional and supportive manner. This position must have a general understanding of building maintenance.

QUALIFICATIONS

Must have a valid Ohio driver's license and a clean driving record. Must be able to pass a criminal background check.