

Job Title: Seasonal Event Staff

Compensation: \$14.77-\$17hr

Job Summary:

Under the direction of the Programs Director, the Event staff role will include marketing and promotions of MCA programs and events, administrative support and collateral distribution. This position is a great opportunity for those looking for a fast-paced 40+ hr job in the spring and summer.

- Job Qualifications and skills required:
- Provide excellent customer service in accordance with the MCA standards.
- Able to lift/move event equipment and supplies as needed
- Attend evening and weekend events as part of the staff as well as Memorial Day, July 4th and Labor Day as needed
- Willing to assist event coordinators with different needs
- Hard working
- Accepts direction
- Driven and motivated
- Goes above and beyond
- Sees things that need to be done and responds without being asked
- Positive attitude with a willingness to help where needed
- Support the preparations and planning for indoor and outdoor events
- End-to-end services for events from office tasks to facility assistance
- Willingness to support the marketing of the MCA and sponsors- canvassing town center / greens / pools.
- Ability to work under minimal supervision and assume responsibility for task initiative and completion.
- Ability to lift heavy equipment.
- Strong team member and an ability to work well in difficult situations.
- Must be able to work more than 40 hours per week, as required, but particularly from April through September; including weekends and holidays.

Education and Experience Requirements:

- Proven ability to provide high quality customer service proficiency with industry standard word processing, spreadsheet, database, graphics, and presentation applications. Ability to multi-task, work independently and with a team, and perform detail-oriented functions professional, enthusiastic attitude and a team player. Excellent problem-solving and conflict resolution skills protocols

The Master Community Association is a 501(c) 4 non-profit community development organization whose mission it is to create and sustain a "sense of community" within Central Park through investing in current community assets, efficiently operating community facilities and providing comprehensive community programming.

MCA

PARKS / POOLS / PROGRAMS
