



### **Glen Helen Weekend Event Facilitator:**

Provide on-site assistance during evening or weekend events at Glen Helen rental facilities, including weddings, parties, memorials, business meetings and public events. This is a part-time, as-needed position.

- Arrive before guests to unlock space and turn on lights, heat, and confirm that space is clean and that basic equipment is ready for use. Post signs for parking if needed.
- Greet renters and assist with setup – answer any questions and help renters with where to find or put things. Remind them of any rules or restrictions when necessary.
- Direct traffic and parking as needed – especially for guests needing special assistance or for late arrivals.
- Monitor the facility during the event. Be proactive about picking up trash, keeping restrooms tidy, wiping up spills, eliminating safety hazards. Note anything that is missing or gets broken that will need to be addressed after the event is over.
- Act as an ambassador for the Glen. Answer questions about Glen Helen’s history, mission, and programs. Share information with guests interested in membership or rental information.
- Know what to do and who to contact in the event of an emergency (fire, power outage, car trouble, injury, etc.) Work as a liaison with staff, repairmen or authorities in order to resolve the problem.
- Introduce yourself to any service providers (caterers, musicians, officiants, speakers, photographers). Request contact information and ask whether they are accepting referrals. Provide them with our rental brochures in return.
- At the end of the event, assist guests with cleanup, and helping guests leave in a timely manner. Review the checkout list with the person who reserved the space and have them sign off on it.
- Turn off all lights, heat, secure doors, etc. Drop off checklist with Glen Helen staff after the event is over with any comments on how the event went and recommendations for follow-up work or improvements.

Work is done on an on-call basis. Hours are limited by availability and need. To apply, please send a resume/qualifications to [glenbuilding@glenhelen.org](mailto:glenbuilding@glenhelen.org) and include **Event Facilitator** in the subject line.