



EVENT ATTENDANT

Join Our Team!

Are you someone who loves events and thrives in a dynamic, fast-paced environment? If so, we want you to join our team as an Event Attendant! This role is essential to ensure that events at the Clubhouse run smoothly, providing a welcoming and safe atmosphere for all guests while assisting with event logistics. You'll be part of an exciting team that works together to create memorable experiences for our community.

About Us

The Mountain Park Clubhouse is a vibrant community venue hosting various events, from private parties to corporate gatherings. As an Event Attendant, you will play a key role in supporting the Clubhouse Director to ensure all events run smoothly, safely, and in accordance with event guidelines. Whether it's managing security cameras or assisting with vendor coordination, you will help ensure every detail is covered.

What We're Looking For

We are seeking friendly, reliable, and professional individuals who enjoy working in a social and lively environment. If you have a knack for communication, problem-solving, and maintaining safety protocols, this is the perfect opportunity for you!

What You'll Get

- Competitive compensation
- Flexible hours, including late-night shifts
- Free membership to the Clubhouse
- A supportive and casual work environment
- Opportunities for skill development in event management

What You'll Do

- Create a welcoming atmosphere for guests and ensure they feel comfortable throughout the event
- Communicate event rules and regulations clearly to event contacts and guests
- Coordinate with catering and other vendors to ensure smooth event operations
- Set up and manage AV equipment as outlined in the event contract

- Actively monitor security cameras for safety and compliance during events
- Ensure public areas like the lobby are clear of guests when needed
- Assist with event logistics and manage minor tasks as they arise
- Complete the Event Attendant Checklist and obtain the event contact's signature after the event concludes
- Document and report any damages to the Clubhouse Director

What You'll Bring

- Strong communication skills with the ability to engage with a diverse range of people
- Comfortable enforcing event rules such as noise levels, alcohol consumption, etc.
- Basic understanding of AV equipment setup and use (or willingness to learn)
- Reliable transportation to and from shifts
- Ability to work independently while monitoring security cameras
- CPR/First Aid certification is a plus

Physical Demands

- Ability to lift and move up to 10 pounds regularly, and up to 25 pounds occasionally
- Frequently required to stand, walk, and sit for extended periods
- Vision requirements include close vision, distance vision, depth perception, and the ability to adjust focus
- Must be able to work in a moderately noisy environment and manage visual monitoring tasks independently

Work Environment

- Indoor, event-based setting with varying noise levels and activity
- Exposure to late-night events and occasional physical tasks such as lifting or moving small items

If you enjoy working in a fun, event-driven environment and are excited about contributing to a positive experience for event guests, we'd love to hear from you! Apply today and be part of an exciting team that makes every event a success!