



JOB TITLE: Host

FLSA CLASSIFICATION: Part Time

DEPARTMENT: Recreation

IMMEDIATE SUPERVISOR: Recreation Manager

POSITION FOCUS:

Under the direction of the Recreation Manager, the Host is responsible for the supervision, management, coordination, and organization of all rentals (except athletic fields), outside sales (rentals & fitness memberships), business development, business networking, and promotional activities of the Park District across multiple sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for overseeing, promoting, and enhancing the Services and Rental programs at the district.
- Communicates with clients and employees to ensure the success of each rental from start to finish.
- Competes rental packet for each renter.
- Meets with the rental party to ensure proper floor plan designs, set-ups, times, party size, and deposits are approved and completed.
- Sets appointment times to show rental space as needed. Actively responds to all rental inquiries and follows up with potential clients as necessary.
- Manages Special Events as assigned through delegation of tasks, project management, and set-ups/breakdowns.
- Acts as facility supervisor for all rental facilities, ensuring your contact info is posted in each rental facility, proper opening/closing procedures are conducted, the site is clean and operational, and advising the Recreation Manager of work orders needed for any needed maintenance.
- Completes budgeting of revenue and expenses of indoor and outdoor rental facilities. Displays excellent customer service, providing guests with rental information in a polite, courteous, and professional manner.
- Assists in the creation of rental packets, then implements, and delivers said packets to potential businesses/clients in a professional manner.
- Collaborates with communications to promote all outdoor and indoor rental facilities across all District sites.
- Responsible for all special event supply management.

EDUCATION AND EXPERIENCE:

- High school diploma or GED
- Minimum 1 year work experience in park district maintenance/grounds.
- Must possess basic computer skills.
- Must be at least 21 years of age.
- Must have a valid drivers license.
- The ability to make independent decisions daily, addressing the best way to handle specific tasks.



- Strong knowledge of communication practices and techniques.
- Outstanding written and verbal communication skills.
- Must have the ability to multitask and work well under pressure.
- Excellent organizational and leadership abilities.

Work Hours and Location

The Host will be mobile with frequent travel between Park District sites. Work hours will include days, evenings, and weekends to accommodate appointments, events, and rental activities.

Work Schedule:

Hours will vary depending on scheduled events.