

## AN OPPORTUNITY TO JOIN A GREAT TEAM!

**JOB TITLE** EVENT STAFF (CLEANERS, PARKING ATTENDANTS, USHERS)

**DEPARTMENT** EVENTS

**REPORTS TO** EVENT MANAGER

### ABOUT USDAN

Usdan has been recognized as a Top Nonprofit Workplace in 2021, 2022, 2023, and 2024! Usdan opens a world for children to joyfully express their creativity and develop their artistic skills. Each summer, teachers and artists — actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists — come together to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, gain personal independence, and have fun, while developing new skills and techniques in their chosen artforms.

### POSITION SUMMARY

Join our team as our campus hosts various events through our spring, fall and summer seasons. As an event staff member you'll maintain clean spaces, accommodate guests and ensure smooth event operations. To be successful in this role, staff should possess strong communication & problem-solving skills. This position provides an opportunity to gain experience in the hospitality field while working in an outdoor environment.

### JOB RESPONSIBILITIES

#### Cleaning

- Maintain cleanliness of all used spaces on campus, including restocking bathrooms and tidying the concessions area
- Responsible for the trash and litter removal at the end of each event.

#### Parking

- Greet guests in a warm & welcoming manner.
- Direct vehicles to available parking spaces & ensure smooth traffic flow.
- Assist guests in finding the event space.
- Effectively communicate with event manager to resolve any issues with guests in a friendly & professional manner.
- Other duties as assigned.

#### Usher

- Greet guests in a warm & welcoming manner when they arrive & guide them to designated event areas.
- Monitor the event area to ensure guests remain seated & follow event rules.



- Distribute programs, materials or other event items to guests.
- Respond to guest inquiries, special needs, and provide helpful information about the event schedule or venue.
- Help manage crowd control during high-traffic times, such as entry & exit.

The above job description is not intended to be an all-inclusive list of duties and standards of the position.

## QUALIFICATIONS

- Must be at least 18 years old.
- Must be available to work nights, weekends, and irregular hours.
- Must have a reliable means of transportation. Requests for accommodations are subject to approval by senior management.
- Ability to be punctual and dependable.
- Honest, ethical, and able to follow through on responsibilities.
- Ability to meet the physical demands of the job, including standing and walking for long periods and lifting heavy loads up to 50 pounds.
- Must be willing and able to work outdoors, including during light precipitation.
- Capacity to work both independently and as part of a team.
- Ability to take direction and complete tasks assigned by supervisors.
- Ability to work in a fast-paced environment while maintaining a positive, “go with the flow” attitude.
- Can-do mindset with a problem-solving approach and the ability to find “yes.”
- Strong interpersonal skills required.
- Customer service experience preferred.
- Must complete New York State-required trainings, including but not limited to:
  - Sexual Harassment Prevention Training
  - Child Abuse and Neglect/Maltreatment Identification Training  
(Links to required trainings will be provided after hiring.)
- CPR certification is a plus but not required.

## SEASON DATES AND TIMES

This position will be on-call with varying shifts as events are scheduled, with a minimum call of 4 hours per event.

## COMPENSATION

\$16.50 per hour.

## PHYSICAL DEMANDS

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter.

Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

## TO APPLY

- Please apply through our online application: <https://www.usdan.org/employment>
- PDF files are preferred attachments. No phone calls please.
- Please submit a cover letter.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.