



**Job Title:** Event Staff  
**Location:** Succop Nature Park

### **Position Summary**

Succop Nature Park, located on 50 acres in Penn Township, contains two ponds, walking trails, and open natural spaces which offer a perfect back drop for events rentals at the Marcraig House and Pavilion. The Event Staff complete a variety of assigned tasks in preparation for, during, and after wedding and event rentals at Succop Nature Park. The peak season is between April and October.

### **This seasonal position for 8-24 hours per week is responsible for:**

- Cleaning the event pavilion, house, and restrooms.
- Organizing tables, chairs, and linens.
- Maintaining the grounds in a safe and clean manner.
- Talk with day of coordinators and/or designated contact to ensure a smooth event.
- Ensuring guests are provided with the utmost attention throughout their experience.

### **Primary Duties**

- Facility
  - Set-up tables and chairs, ensuring they are clean and well-presented.
  - Place signs and hooks.
  - Clean and disinfect restrooms; replace can liners, hand soap, and toilet paper.
  - Clean event shelter, dispose of trash and recycling.
  - Stock/replenish trash can liners in all public areas.
  - Assist with parking/traffic during events.
  - Mop or vacuum floors at end of night.
  - Assist caterers with specific event set-up and clean-up.
  - Assist caterers with guest services.
- Grounds
  - Walk rental area removing trash and managing goose droppings.
  - Clean-up patios, entrances, walkways and driveways with the leaf blower.
- Other Duties
  - Unload dishwasher in morning; reload and activate dishwasher at end of night.
  - Fold clean towels to restock areas; put dirty wet towels on dry rack at end of night; put dirty towels in washer and dryer as needed.
  - Other jobs related to event preparation and/or assistance as directed by supervisor.



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### **Skills and Competencies**

- Must provide their own personal transportation to and from Succop Nature Park.
- Must be in accordance with a specific dress code.
- Must commit to a weekend schedule and be flexible to fill the shifts as needed; this is a Friday, Saturday, and/or Sunday schedule, with both morning and evening shifts; occasional other days as needed.
- Must pay attention to detail to ensure a smooth event

### **Background Check**

- Criminal and child clearance background checks are required for all ASWP staff, interns and volunteers.

### **Physical Abilities**

- Routinely required to carry equipment more than 50 lbs.
- Routinely required to be on feet throughout the shift.
- May be required to safely operate a Gator all-terrain vehicle and back up a trailer; on-site training available.
- Must be able to scale ladders and walk on un-even terrain periodically.

### **Safety**

- All staff, interns and volunteers are required to review equipment safety standards as they relate to their duties.
- Event Staff required to follow safety standards as outlined by supervisor.

### **Expectations**

- Report to work as assigned and meet with supervisor as needed.
- Commit to two shifts per week
- Work independently as assigned.
- Deliver work standards appropriate to abilities and according to the expectations of the Audubon Society of Western Pennsylvania.

### **Compensation**

Salary is \$14-15/hour, dependent upon experience. Audubon Society is dedicated to providing a competitive salary and a flexible work environment where we connect to nature every day. We are committed to creating a diverse workplace and all qualified applicants will receive consideration



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for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**How to Apply**

Submit resume and letter of introduction, via e-mail to: Karla Geisler, Rental Coordinator, Audubon Society of Western PA, at [kgeisler@aswp.org](mailto:kgeisler@aswp.org).