

BINDER PARK ZOO

SPECIAL EVENTS INTERN

Mission Statement: To Connect, Inspire, Conserve. Connect people with nature. Inspire them to conserve.

REPORTS TO: Event Chairs

SEASONAL OR NON-SEASONAL: Seasonal

FLSA STATUS: Unpaid

POSITION SUMMARY: To assist the Zoo in accomplishing its mission while assisting with all aspects of the zoo’s event schedule.

POSITION REQUIREMENTS:

- College student majoring in hospitality or a related field
- Demonstrate knowledge of event planning and executing
- Exceptional organizational skills
- Valid U.S. Driver’s License

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Assisting with planning, setting up and participating in special events.
- Assisting with promotional needs of events.
- Record keeping and reporting for events.
- Maintaining event activities in an organized fashion.
- Coordinating with various department heads for event needs.
- Communicating with co-workers, vendors and guests through verbal and technology-based systems.
- Ability to meet deadlines and work independently.
- Relating positively with diverse groups of people (guests, staff and volunteers).
- Other duties as assigned by event chairs.

OTHER DUTIES AND RESPONSIBILITIES:

- Complying with all Binder Park Zoo policies and procedures.
- Participating in team-oriented zoo projects as needed.

SUPERVISORY RESPONSIBILITIES: N/A

PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to work a flexible schedule including evenings, weekends and holidays.
- Ability to read, speak, and write English in order to fulfill job functions in an understandable way.
- Ability to sit, stand, bend, lift and move intermittently.
- Ability to lift and carry 50 pounds.
- Ability to work outdoors, off trail in all weather conditions.

APPROVAL: _____
Human Resources Signature Date

STATEMENT OF UNDERSTANDING AND ACCEPTANCE:

I have received a copy of the job description for Special Events Intern. I have read the requirements as outlined above and understand this is not an exhaustive list of responsibilities, but an overview of general duties of the position.		
_____ Intern Signature	_____ Print Name	_____ Date

Binder Park Zoo offers employment opportunities, education programs, and services without regard to race, color, religion, national origin, disability, age, height, weight, marital status, gender, sexual orientation, or gender identity.