

BINDER PARK ZOO

SPECIAL EVENTS INTERN



REPORTS TO: EVENT CHAIRS

SEASONAL OR NON-SEASONAL: Seasonal and Unpaid

POSITION SUMMARY:

To assist the Zoo in accomplishing its mission to: Connect. Inspire. Conserve. Connect people with nature. Inspire them to conserve while assisting with all aspects of special events.

POSITION REQUIREMENTS:

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

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Assisting with planning and set up and participating in special events.
- Assisting with promotional needs of special events.
- Record keeping and reporting for special 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 such as hand held radios, phone, and computers.
- Ability to meet deadlines and work independently.
- Relating positively with diverse groups of people (guests, staff and volunteers).

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 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 and to drive motor vehicles such as golf carts.
- Ability to work outdoors, off trail in all weather conditions.