



SPRING CREEKS RANCH

Seasonal Event Ambassador Job Description:

Spring Creeks Ranch is looking to hire Seasonal Event Ambassadors. This candidate will be engaged in a diverse business model accommodating a wide range of events including, but not limited to: weddings, retreats, summits, memorials, private parties, concerts, festivals, and community events while acting as an ambassador of Spring Creeks Ranch. Event Ambassador team members are also responsible for overseeing the operations of the venue's facilities, assisting with facility set-up/clean-up when necessary, assisting venue clients/guests and ensuring a high level of venue satisfaction & quality. Must be able to work evenings, nights, weekends, and some holidays if required May - October.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: These duties are necessary to meet the minimum requirements of the position. Additional duties may be assigned for different events.

- Must be punctual, reliable and professional. On-site work attendance is required.
- Will be required to open and close the venue on event day.
- Assists with all aspects of event preparation and execution on event day.
- Meet and work with event planners, coordinators, vendors and security personnel to ensure event efficiency and quality assurance.
- Must be able to operate a UTV (side-by-side) vehicle to monitor events and transport guests as needed.
- Demonstrates an understanding of the policies, procedures and regulations of the venue, facilities and events.
- Ability to learn functions quickly and efficiently operate all core components of the venue and surrounding facilities.
- Initiates a genuine, friendly and personal greeting to our guests as they arrive, and maintain a professional and respectful demeanor.
- Aptitude for problem solving, providing customer service and genuine hospitality.
- Ability to collect and/or scan tickets, verify wristbands and badges, assist security personnel directing traffic and parking at the venue.
- Confident in ability to enforce venue policies & procedures and handle situations professionally.
- Provide guests with venue information, area insights and/or suggestions that will enhance their experience.

QUALIFICATIONS: To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or experience required.

- Must be 21 years of age or older.
- Must have a high school diploma (or equivalent).
- Must have a valid drivers license.
- Must be able to stand, sit or be active for long periods of time and have the ability to occasionally lift and carry up to 40lbs.
- Must be able to use good independent judgment and discretion.
- Must be able to work evenings, nights, weekends and holidays if required.
- Outstanding verbal and written communication skills required.

Preferred Qualifications:

- Experience and/or education in Hospitality, Eventing, or Property management industries.
- Experience working with alcohol and crowds.
- CPR training and/or certification.
- Agriculture, fly fishing and/or Equestrian background.

COMPENSATION:

- \$20.00 - \$27.00/hour DEO, paid bi-monthly
- Paid job training
- Part-time, Seasonal Position
- Highly motivated individuals may qualify for full-time employment opportunities.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise balance the workload.