

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Facilities and Events Attendant

WAGE CATEGORY: Non-Exempt

REPORTS TO: Accounting & Preserve Reservations Manager

EFFECTIVE DATE: March 21, 2023

SUMMARY:

This position supports licensed use of District facilities for weddings, special events, and other functions at Ellis House and Equestrian Center, Meadowhawk Lodge, and the Ken Pickerill Estate House.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with the promotion of the District's facility licensing programs at Ellis House and Equestrian Center, Meadowhawk Lodge and the Ken Pickerill Estate House for public and private functions and special events including, but not limited to weddings, conferences, parties, trade shows, business meetings and athletic events.
- Supports coordination of contracted business services for facility licenses and events including but not limited to catering firms, entertainers, decorators, and florists.
- Assists with pre-event and post-event activities including trash receptacle staging and removal, trash cleanup, house cleaning, washroom supply stocking, and setup and take down of tables and chairs.
- Provides pre-scheduled tours of the District's event venues, support facilities, and forest preserve grounds for prospective clients.
- Assists with event coordination with District event support staff and volunteers.
- Assists with the preparation of event contracts, including coordination of event logistics and communication of District policies.
- Assists with calendar planning in coordination with the District's Facility Reservations and Accounting Coordinator.
- Enforces District policy guidelines for use of District facilities.
- Utilizes word processing, database, spreadsheet, and communication software packages to create and modify a variety of promotional materials and communication tools for the District.
- Composes and edits routine correspondence and reports.
- Prepares mailings; faxes and emails documents; and distributes mail, faxes and other documents to District staff.
- Responds to general inquiries from the public, elected officials, District employees, and Kendall County employees regarding District policies, practices, procedures and programs.
- Supports office bookkeeping activities including development of rental agreements and documentation of payments.
- Assists with client communications including communications to secure event rental payments.
- Provides support for the District's permitting process by performing tasks such as:
 - Ordering, issuing and tracking District permits;
 - Creating entries within the District's reservation system; and
 - Ensuring that certificates of insurance are timely received and maintained by event contractors in compliance with District policies and contractual requirements.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- No supervisory responsibilities at this time.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).

- Word processing and personal computer training.
 - A minimum of two (2) years experience in special events coordination; or equivalent combination of training and experience is preferred.
 - Requires knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.
 - Requires knowledge of bookkeeping software and all Microsoft Office programs including, but not limited to Excel, Word, Publisher, and Power Point.
- B. LANGUAGE SKILLS:**
- Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
 - Ability to develop rental agreements, and client and contractor correspondence.
 - Ability to speak effectively with the public and employees of the organization.
 - Requires good knowledge of the English language, spelling and grammar.
- C. MATHEMATICAL SKILLS:**
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- D. REASONING ABILITY:**
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations.
- E. CERTIFICATES, LICENSES, REGISTRATIONS:**
- All certificates and registrations required for the position.

PHYSICAL DEMANDS:

- Employee must frequently stand and bend.
- Employee must frequently be able to walk on forest preserve grounds and between buildings.
- Employee must be able to sit at a desk for extended periods of time.
- Employee must frequently lift and/or move up to 50 pounds. Employee must occasionally lift up to 75 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- The noise level in the work environment is usually moderately quiet, and occasionally loud.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee may be required to provide own transportation to travel to and from meetings, trainings, conferences, and the various District preserves and locations.

Employee Signature

Date

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.

Kendall County Forest Preserve District

May 3, 2016

Amended: March 21, 2023

Amended: November 21, 2023