



**Collinsville Area Recreation District  
Job Description: Event Supervisor**

**Department:** Recreation

**FLSA Status:** Non-exempt/Hourly

**Immediate Supervisor:** Special Event Coordinator

**Salary Range:** \$9/hr

**Supervises:** N/A

**Classification:** Seasonal

**JOB SUMMARY**

Under the supervision of the Special Event Coordinator, the Event Supervisor is responsible for oversight of after-hour, weekend events at Willoughby Heritage Farm and Conservation Reserve. This position primarily works evenings and weekends in accordance with scheduled activities.

**SPECIFIC DUTIES**

- Provide a positive experience to individuals using the barn/pavilion for after-hours facility rental.
- Provide assistance to clients immediately before, during and after their rental time.
- Provide excellent customer service.
- Hours could vary from 5-20 hours a weekend.
- Provides excellent customer service. Interacts with the public and answers questions; responds to inquiries from employees, visitors, customers, and others and refers, when necessary, to appropriate persons.
- Ensures the facility is opened and closed in a clean and secure manner.
- Uses knowledge, critical thinking skills, judgment, and problem solving abilities to handle any unusual incidents or situations which may arise.
- Actively supports District loss control/risk management program by performing all job tasks within the rules and guidelines of the District's safety program.
- Observes and reports unsafe conditions and/or issues to supervisor.
- Performs other duties as assigned by supervisor.

**QUALIFICATIONS**

- High School Diploma or GED equivalent.
- Must be 21 years old or over
- Demonstrates ability to provide quality, courteous customer service under potentially stressful conditions while maintaining a safe recreation environment.
- Effective communication skills, both verbal and written.
- Capable of working outside in extreme temperatures for extended periods of time.
- Enthusiastic self-starter who can work independently and as a part of a team.
- Demonstrate multi-tasking, problem solving, and sound decision making abilities.
- Must be able to lift and carry objects weighing up to 40 pounds on a regular basis, farm related

activities (carrying logs, climbing a ladder, etc.) and event-related tasks

- Capable of bending to the floor and reach/lift overhead.
- Possess CPR and First Aid certification.
- Must be able to successfully pass an ISP Criminal Background Check
- Must hold valid Drivers License.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.