

**Job Title:** Event Host  
**Reports to:** Business Development & Sales Manager  
**Classification:** non-exempt, part-time



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## Who we are

With nature as our catalyst, Camp Fire Minnesota energizes youth to discover their spark so their futures glow brighter.

Youth spend 90% of their time indoors – and that was before COVID-19. Camp Fire Minnesota addresses this challenge by delivering culturally relevant, nature-based programs at Tanadoona, Camp Bluewater, and throughout the community to 6,500 youth from all backgrounds each year. We help youth “light their spark within” through summer and school break camps, environmental education & STEM classes for schools (in-person and virtual), and community-based out-of-school time nature programs.

We are proud to offer inclusive and welcoming programs to youth in the community, including free and reduced rate programs and a scholarship program. As a result of their Camp Fire experience, 93% of youth report valuing nature and stewarding the environment.

Tanadoona is a 103-acre property featuring restored wetlands, prairie, a half-acre pollinator garden, Big Woods forest, 2,000 feet of shoreline on Lake Minnewashta, and more. Located just 30 minutes from Minneapolis, Tanadoona is an outdoor escape that’s just down the road – perfect for hands-on learning outdoors, as well as rental events like weddings, corporate meetings, and other special event rentals.

## Where we are headed

Camp Fire Minnesota envisions a future where every youth has access to nature-based experiences and learning. In order to bring this vision to life, we set out a new Strategic Plan in 2020. Recognizing the inequity in our field (both in the past and today), this new strategic plan aims to further diversify what spending time in and protecting nature looks like – for every young person. We are leveraging Tanadoona in new ways with the addition of a brand-new Community & Dining Center. And guided by input from youth and schools across communities, our programs and curriculum will further evolve to embrace the many ways people engage with and benefit from nature. (<https://campfiremn.org/wp-content/uploads/2020/10/2020-2022-Camp-Fire-Minnesota-Strategic-Plan-1.pdf>)

## Position Overview

As a Tanadoona Event Host you will help to create an inviting and pleasant experience for event rental clients, guests, and attendees. The host supports the Business Development Manager during larger events and is the main point of contact during other events. As a host, you will remain on-site or on-call and nearby for the duration of an event. Events at Tanadoona are most often a combination of indoor

and outdoor setting – year-round. Given the nature of events, work hours are irregular, may be long hours and include nights, weekends, and sometimes holidays. This role also involves standing and walking for extended periods of time.

Our rental groups include weddings, corporate events, fundraising events, community groups, youth organizations, birthday parties and other family celebrations, and more.

### **We're looking for someone who is:**

- outgoing and patient, with a positive attitude and love for creating a welcoming atmosphere for our customers and guests.
- collaborative in nature, with a 'can do' attitude among co-workers and customers to ensure a positive and high-quality experience.
- attentive to details and proactive to foresee and resolve issues.
- calm and effective problem solver who can think on their feet in the times when things are not going as planned.

### **Primary Responsibilities**

**Customer Check-in and Check-Out:** Hosts ensure venue is prepared for client's arrival. Check-in customer upon arrival and answer any questions or concerns. Check-out customer upon departure and ensure they have completed the provided check-out task list.

**Event Set-up & Clean-up:** Hosts ensure everything is set-up prior to guest arrival using checklist and event plan provided. Ensure all rental areas are clean, set-up appropriately, and ready for guest arrival. Hosts may have to assist with some event logistics or set-up, as needed (i.e., furniture, decorations, kitchen, etc.), and coordinate with customer (rental event planner/lead) or Tanadoona facility staff to troubleshoot, as needed.

**Interact with Guests & Vendors:** Hosts greet the customer answering their questions upon arrival and throughout the event. Additionally, they provide guidance to vendors such as caterers and maintain a professional and positive attitude among event guests. While events are largely DIY, in some instances, the host may be moving through the room to ensure everything is taken care of and that guests are happy.

**Support Customers:** Hosts remain on-hand to answer any questions. Troubleshoot and support with AV, technology, grounds, and other venue needs as needed. Depending on the type and/or size of the event, host may be required to assist rental event planners with various tasks within reason (these will be determined by supervisor).

**Lead Venue Tours:** On occasion, support Business Development & Sales Manager by leading venue tours with perspective renters.

### **Qualifications:**

- Prior event, customer service, or retail experience required.

- Ability to be on your feet for a long period of time and lift up to 30 lbs.
- Exceptional customer service and interpersonal skills – Interacting with guests is a huge part of an event host’s job. It’s imperative you are able to engage with people from a variety of different backgrounds.
- Organization skills – Host must have great organization skills and be able to manage all the various tasks for each event. Host will need to simultaneously assist and interact with guests and answer questions.
- Problem-solving skills – Hosts must be able to problem solve or troubleshoot in the case things do not go as planned during an event. They need to have the ability to think on their feet and stay calm and patient in the process.
- Communication skills – Hosts must have good communication skills with everyone who is involved with the event, including client(s), guests, and vendors.

**Wage**

\$15-17 per hour based on experience, not eligible for benefits.

**Hours**

Between 0-20 hours per week, depending on scheduled events

**Application Process:**

Send cover letter, resume and three references to Human Resources: [hr@campfiremn.org](mailto:hr@campfiremn.org).

Include “Event Host” in the subject line of your email.

The posting will remain open until filled. Due to the volume of applications, we cannot guarantee that we will be able to respond to inquiries to check on the status of your application, thank you for your understanding.

*Camp Fire Minnesota is strongly committed to addressing environmental justice. We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and people of color, LGBTQIA+ individuals, and unemployed persons to apply.*