

TOWN OF JONESBOROUGH
POSITION DESCRIPTION
McKinney Center Host

HOST (Grade 1, Step 1)

Part-time

No more than 10 hours per week

\$18.26 an hour.

GENERAL: **The** Town of Jonesborough's McKinney Center is seeking a Host. This individual will report to the McKinney Center Director, and will staff the building after hours, assist with check in procedures for classes and rentals, as well as, providing program information to visitors. The ideal candidate will work independently and continually possess a professional and positive attitude. Tasks will include answering the phone, opening, and closing the building, monitoring rental and rental guests, monitoring classes, students, and assisting when necessary. Must be extremely friendly, organized, and flexible. Must be willing and able to work during the day, evenings, and on weekends.

DUTIES:

- Responsible for opening, monitoring, and closing of the McKinney Center building which includes the office area, auditorium, kitchen, basement, and classroom.
- Welcome and sign students/parents in and out of the Center.
- Direct students/parents to their classrooms when needed.
- General knowledge of Jonesborough's, shops, events, restaurants and other assets such as parks and trail systems.
- Responsible for the multipurpose building during activities.
- Answers telephone and forwards messages to administrative staff.
- Ability to assist staff and renters with equipment use including lights, sounds, heating/cooling system, a/v needs, etc.
- Assist in set-up and breakdown of tables and chairs used during events.
- Assist to the needs of teachers, students, and renters as needed.
- Assist during special events, fundraisers, etc.
- Selling tickets, running concessions when needed, etc.

- Provide information concerning upcoming classes and events to visitors.
- In an emergency follow emergency procedures.
- Maintain supply of brochures in corridor and other locations.
- Perform basic janitorial services, especially during periods of heavy use such as checking the restroom for needed supply replenishing.
- Take registrations for classes and events.
- Oversee daily maintenance of visitation numbers and statistics.
- Assist administrative staff with organization and development of rotating exhibits, displays, and merchandise within the building.
- Assist with basic clerical work as needed and any other work deemed necessary.
- Provide outstanding customer service.
- Be enthusiastic about all the McKinney Center offers.
- Be resourceful and have the ability to find information quickly.

QUALIFICATIONS:

- High school graduate
- Comfort in working events and communicating with a variety of visitors.
- Ability to work flexible hours, mainly evenings and weekends.
- Excellent public relations skills.
- Office experience
- Proficiency in Microsoft Office (Word, Excel, PowerPoint Outlook) and Internet research
- Ability to learn and operate audio visual equipment, lights, projectors, etc.
- Excellent communication skills (verbal and written)
- Ability to follow oral and written instruction.
- Willingness to accept supervision.
- Team and hospitality/service oriented
- Continually possess a positive attitude
- Receptive to suggestions and critique

- Ability to lift up to 40lbs independently.

HOW TO APPLY:

You can find an application to complete at: www.jonesboroughtn.org.

Send your resume and application to theresah@jonesboroughtn.org or drop it off at Town Hall, which is located at 123 Boone St, Jonesborough, TN 37659.

*This is a part time position at no more than 10 hours per week with the pay at **\$18.26** an hour.*