



Community Center

OF LA CAÑADA FLINTRIDGE

Event & Site Supervisor

Hours: Part-time, non-exempt, hourly position, evenings & weekends, schedule can vary.

Reports to: Program Director

Salary range: \$18.00 – \$20.00 per hour

Benefits: Paid Sick Leave, Employee Discounts

Job Overview: *The Community Center of La Cañada Flintridge is seeking an Event & Site Supervisor to join our team.* Become a part of a historic non-profit organization providing artistic, recreational, and educational opportunities for our local communities! The Event & Site Supervisor is responsible for overseeing our Community Center facility use on evenings and weekends.

Responsibilities:

- Opens, secures, and cleans/sanitizes program areas before and after program use; prepares program areas for scheduled recreational activities and events, sets-up activity equipment, audio/visual needs, tables, etc.
- Print out class rosters, take attendance and answer questions from participants and parents.
- Inspect and maintain program areas and equipment and recommend maintenance and repair as needed.
- Assist with event coordination.
- Adhere to CCLCF policies and procedures.
- Maintain positive working relationships with contractors, students, parents, staff, instructors, renters, and volunteers.

Ideal candidates are:

- **Professional:** You know how to engage appropriately with adults and children.
- **Responsible:** Safety comes first, and you always follow through.
- **Energetic/Enthusiastic:** You're a proactive team player, always ready to jump in and help!
- **Experienced:** You have experience working in recreational programming and events.

Minimum Qualifications

- 18+ Years of Age
- 1 year event planning experience
- High school or equivalent
- Excellent written and verbal communication skills
- Exceptional customer service, engagement, and interpersonal skills
- Works well with limited supervision and has excellent organizational and time management skills.

Mandatory Requirements

- Employment eligibility verification
- Applicant must pass a background check including LiveScan fingerprinting
- Possession of or ability to obtain American Red Cross certificates in First Aid and CPR.

To apply, please submit a cover letter and resume to jobs@cclcf.org. No phone calls or walk-ins please.

The Community Center of La Cañada Flintridge is a non-profit 501(c)(3) organization that has a 60-year history of community service for educational, cultural, and recreational programs for all ages. CCLCF is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, or age.