



MOUNT ST. HELENS INSTITUTE Facility & Event Host

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| Position: | Seasonal, Part-time, Facility & Event Host |
| Compensation: | \$12/hour, \$5.50/day on-site housing may be available |
| Term of Employment: | April 16, 2018 to October 21, 2018, flexible 20-40 hours per week This is a non-exempt, temporary, seasonal position |
| Closing Date: | Open until filled; position will be removed from website once filled: http://www.mshinstitute.org/about_us/employment.html |

ARE YOU:

- Looking to gain experience in event planning and coordination, facilities maintenance and management, or coordinating youth education programs?
- Interested in meeting new people and exploring new places?
- Wanting to have minimal living expenses and have time to explore the Pacific Northwest?

SUMMARY: The Mount St. Helens Institute (MSHI) is looking for 2 people to support our summer education programs, rentals, and special events. Tasks will vary from being available to answer questions during building rentals, to providing food for education programs, to helping implement large public events.

Shifts will vary per week in response to programs scheduled. The tentative schedule will be Sunday to Wednesday/Thursday for one position and Wednesday/Thursday to Saturday for the other position, but shifts will vary. Schedule will be set at least 2 weeks in advance, with optional shifts being available on shorter notice. The ideal candidate will show up on time as scheduled, work hard, and have a positive attitude.

The Mount St. Helens Science and Learning Center (SLC) at Coldwater is operated by the MSHI under special use permit from the US Forest Service. During the summer the SLC is an education center, rental facility, and public event center. In the winter the SLC is a visitor center. Additional opportunities to support programs at other locations may be available.

DUTIES AND RESPONSIBILITIES:

Support Rentals (~35% of time)

- Provide building tour, guidelines, and checkout cleaning instructions to group upon arrival
- Deliver excellent customer service to groups during their stay
- Support group's cleaning prior to checkout and follow-up with deep cleaning of kitchen, bathroom, and other items as needed
- Follow-up with Science and Learning Center Director with group number and a brief summary of each group's stay

Supporting Education Programs (~40% of time)

- Work with educators to determine program schedule and get group's count and dietary restrictions
- Inventory, shop, prepare, and serve simple buffet style meal (recipes are available) per health department standards with considerations for guests' dietary restrictions
- If interested, develop and test new recipes
- Support group's cleaning prior to checkout and follow-up with deep cleaning of kitchen, bathroom, and other items as needed

Events (~15% of time)

- Plan and prepare Summer on the Mountain public events, including shopping and developing activities and games
- Support day-of activities including assisting volunteers, greeting guests, and helping with food service

Other Duties as Assigned (~10% of the time)

- As a small non-profit, we all wear a variety of hats!

REQUIRED QUALIFICATIONS:

- Must be 18 years of age or older
- Reliable transportation to and from the SLC (carpooling is often, but not always, available) or willingness to live on-site
- Previous customer service experience

ABILITIES:

- Able to work all shifts including evenings, weekends, and regular overnights
- Able to pass a pre-employment or post-hire background screening and criminal history check
- Able to stand and walk for long periods of time and lift up to 40 pounds

WORKING HOURS: The Facility and Event Host staff schedule will depend on when education programs, rentals, and special events are schedule. This person will provide food service during programs, clean after programs, and provide support during rentals. Overnight and weekend work will be required.

LOCATION: This position will work at the Mount St. Helens Science and Learning Center, 40 miles east of Castle Rock, WA on the northwest side of Mount St. Helens. This location is remote with little cell service. There will be many opportunities to carpool with other staff traveling to and from the Science and Learning Center for programs. Low cost shared housing is available on-site, but not required. Additional shifts at other locations may be available.

ABOUT US: MSHI is a non-profit organization dedicated to advancing understanding and stewardship of the earth through science, education and exploration of volcanic landscapes. MSHI functions as a tight-knit group of individuals united in our common passion for Mount St. Helens. We value diversity, good challenges, adventure, fun, partnership and community. We work closely

with National Volcanic Monument staff on a daily basis and operate in the National Volcanic Monument under special use permit.

OUR COMMITMENT: The Mount St. Helens Institute fundamentally believes that its employees are a valuable source of ideas for improving operations and making the workplace more interesting and attractive. MSHI values and respects its employees, and ensures that all employees work in an environment free of discrimination. MSHI encourages its employees to develop to their full potential both professionally and personally by emphasizing learning, improvement, and the development of new skills. All candidates applying for this position will be reviewed without regard to race, color, creed, religion, sex, age, national origin, veteran or marital status, sexual orientation, or disability. This institution is an equal opportunity provided.

TO APPLY:

Complete online application at [http://www.mshinstitute.org/about us/employment.html](http://www.mshinstitute.org/about_us/employment.html). You will be able to upload a resume or CV. Email apply@mshinstitute.org with questions. Please no phone calls!