



**Title:** Hall Attendant  
**Status:** Part Time, Seasonal - Hourly (nonexempt)  
**Supervisors:** Depending on the shift and duties, this position may report to:

- Wedding, Events & Hospitality Coordinator(s)
- Office & Events Manager
- General Manager

### **Summary**

Hall Attendants are an integral part of Camp Colton's on-site events, which include weddings, retreats, celebrations of life, festivals and other events and activities. With supervision from the Wedding & Event Coordinators, these key employees work behind the scenes to ensure that clients' needs are met, and each event goes off without a hitch.

Shifts vary, but aside from housekeeping, the majority of hours for this role will be scheduled during evenings and weekends.

### **Responsibilities**

- Set up for events (move, assemble and arrange chairs, tables, speakers, tents, linens, dishes, glassware and flatware, etc.)
- Serve as parking attendant for events
- Deliver supplies to bartenders as needed
- Assist with cake service as needed
- Serve as dishwasher for events
- Clean/maintain restrooms during events
- Clean up/reset indoor and outdoor facilities after events
- Trash, recycling & compost collection & sorting
- Securing campus and closing of Camp gate after events
- Launder, sort and inventory bedding, towels and linens
- Clean and perform housekeeping for all accommodations & facilities
- Perform tasks to make facilities event-ready, including sweeping/raking/blowing of debris, power-washing, cleaning of smoker stations, fire pit and barbecue cleanup, weeding, etc.
- Monitor and report low inventory on event & cleaning supplies

### **Requirements**

- Positive attitude
- Reliability & promptness
- Professionalism
- Consistent attention to detail
- Ability to work as an effective part of a team
- Availability to work evenings and weekends
- Openness to working with and serving people of all ages, abilities and backgrounds
- Ability to lift 40 pounds

- Ability to stand for 8+ hours, and traverse 5-acre unpaved campus with stairs
- Ability to use email, online calendars and text messaging

### **Preferences**

- Love and respect for the land and its resources
- Event and/or customer service experience
- Experience in the hospitality industry
- Ability to drive (for on-site vehicles only - license and vehicle not required)
- Food Handler's card
- OLCC Permit
- COVID-19 Vaccination

*Camp Colton is an equal access/equal opportunity institution that embraces diversity as one of its highest priorities. We are interested in assembling a team with a wide range of lived experiences and encourage BIPOC and LGBTQI2S+ individuals to apply.*

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*Camp Colton is a place for finding connection, inspiration and creativity.*

*We are a flexible space where people of all backgrounds may experience nature, community and the arts. Through thoughtful public and private programming, we create opportunities for discovery including art workshops and residencies, wellness retreats, regenerative agriculture, nature programs and celebrations for all stages of life.*

**Compensation:** \$17/hour to start with potential raise to \$18/hour after satisfactory or better review of performance working three events

**Benefits:** PTO accrued for every hour worked up to 40 hours per week, starting at a rate of 0.03846 for the first two years of employment.  
Other benefits as outlined in the Employee Handbook