

SPRING LAKE COUNTRY CLUB
17496 North Fruitport Road
Spring Lake, Michigan 49456
(616) 842-4200

Company Name:	Location:
Spring Lake Country Club	Spring Lake, MI
Position Title:	Position Reports To:
Event Coordinator	General Manager/Clubhouse Manager
Positions Supervised:	Exemption Status:
Banquet Supervisor and banquet staff	Exempt

Position Purpose:		
Coordinates all private events including prior planning with host/hostess, set-up and follow through of events. The Event Coordinator should be well organized and detail oriented with a pleasant, upbeat demeanor. Strong communication skills are needed to work with individuals planning events, staff and the management team. This position does require working evenings, weekends and holidays.		
Activities:* (1 = Most Important, 5 = Least Important)	Competencies:	% of Time:**
(1) Event Planning	Attention to Detail Organizational Skills Interpersonal Skills Communication Skills (Oral and Written)	40-50%
(2) Communication with staff about events	Attention to Detail Communication Skills (Oral and Written)	10-15%
(3) Staff Management	Coaching Communication Skills (Oral) Delegation Leadership Team Player	20-25%
(4) Event Supervision	Adaptability Attention to Detail Decision Making Handling Stressful Situations Planning and Execution	20-25%
(5) Budgeting	Business Acumen Budget/Fiscal Management	5%
Total:		95-120%

(1) Other Success Factors:	
1. Accountability 2. Ambitious 3. Computer Skills	4. Conflict Management 5. Flexible 6. Negotiating
(2) Minimum Educational Qualifications:	(3) Preferred Educational Qualifications:
College Course work	Bachelor's Degree in Event Planning or similar
(4) Minimum Experience:	(5) Preferred Experience:
Customer Relations experience	Food and Beverage background with some event planning experience
(6) Equipment and Tools Used:	(7) Physical Demands:
PC: Microsoft Office, Jonas Software, Networked Printer/Copier/Scanner	Some lifting for set up of events
(8) Working Environment:	(9) Other Requirements:
Office Setting Ball Room and other event space	Available to work scheduled hours and available to attend networking events in the evenings

Reasonable accommodations may be made to enable an individual with disabilities to perform the essential activities.

*Disclaimer: The list of activities, qualifications and equipment is not exhaustive but is merely an example of the list for the current position. Management reserves the right to revise the position description and to require that other tasks be performed when the circumstances of the position warrants (i.e. emergencies, changes in personnel, workload or technical development).

**The percentage of time is an average of the position activities and can vary from location to location and shift to shift.

I have read and understand this position description. I also understand these are the criteria against which I will be evaluated.

Employee Name:	Employee Signature:	Date:
Supervisor Name:	Supervisor Signature:	Date:

Revision Date: January 1

TASKS TO SUPPORT POSITION ACTIVITIES

1. Position Activity #1— Event Planning

Tasks:

- Communicate with individuals inquiring about events at SLCC from initial contact through final billing and follow up thank you
- Maintains a high level of service for members and guests hosting events
- Using the club's POS system, ensure that all private events are properly billed leading up to and at the conclusion of event.

2. Position Activity #2— Communication with staff about events

Tasks:

- Create BEO (event sheet) for all events providing necessary information to execute event as planned
- Communicates effectively with the Chef and other Department Heads/staff involved in event planning and execution

3. Position Activity #3— Staff Management

Tasks:

- Work with Clubhouse Manager and Banquet Manager in Hiring, Firing and Training of banquet team members
- Considering SLCC's policies and procedures, direct staff as needed to execute all private events

4. Position Activity #4— Event Supervision

Tasks:

- Closely monitor events to ensure the highest quality service and standards are being delivered
- Ensure that all rooms are set up and everything needed for the events is in place as requested by host/hostess of event

5. Position Activity #5— Budgeting

Tasks:

- Works with the Chef and Clubhouse Manager to write annual budget
- Monitors budget goals throughout year