



Events Coordinator Job Description

GENERAL SUMMARY

Cuyahoga Valley Scenic Railroad (CVSR) seeks a candidate with a strong customer service background and event planning experience to coordinate and lead events on the National Park Scenic, Cleveland Dinner and Event Train, The North Pole Adventure™, and more. This person will be a point person between several departments and responsible for ensuring that all pre-planned accommodations are set for groups and charters. This includes verifying every need a group will have is met.

SCHEDULE

This position is full-time 40 hours per week. Our office hours are Monday through Friday from 8:30 a.m. – 4:30 p.m. Additionally, some weeknights and weekends may be required for special events. This position may be housed at Fitzwater Train Yard in Valley View, at CVSR office in Peninsula, and onboard the train during scheduled runs.

RESPONSIBILITIES

- Assist in planning, organizing, and implementing events and fundraisers
- Lead volunteers for programs and events
- Setup and teardown of events or charters on the train or at remote locations
- Support trainmen and conductor by managing groups of passengers on day and evening events
- Communicate with vendors and CVSR staff to confirm details of event
- Assist in creating new adult and children's friendly events that are entertaining and educational
- Assist in training current and new CVSR event volunteers
- Perform other duties as assigned

REQUIREMENTS

- Preferred: Associates Degree or Bachelor's Degree in Hospitality and Tourism Management, Event Planning, Business Administration or a related field
- Minimum 2 years of Event Planning experience
- Excellent customer service experience
- Knowledge of relevant computer applications
- Strong written and verbal communication skills; listening skills
- Willingness to interact with passengers and volunteers in large and diverse groups
- Attention to detail and excellent organizational skills
- Good problem-solving skills
- Must have flexibility to work nights and weekends in addition to daytime office hours
- Ability to stand, sit and/or walk on moving trains for prolonged periods of time
- Must have own transportation and willing to work both outdoors and in office settings
- Ability to lift and/or move up to 40 pounds

CUYAHOGA VALLEY SCENIC RAILROAD

P.O. Box 158 • Peninsula, Ohio 44264-0158 • 330-439-5708 • Fax: 330-439-5709 • www.cvsr.org



DEPARTMENT: Events

REPORTS TO: Events Manager

JOB TYPE: Full-time

SALARY: \$37,000 per year

BENEFITS:

- 401 (k)
- 401 (k) matching
- Health, Dental, and Vision insurance
- Life insurance
- Paid Time Off

ABOUT THE CUYAHOGA VALLEY SCENIC RAILROAD

The Cuyahoga Valley Scenic Railroad (CVSR) is in Northeast Ohio and is a tourist excursion railway and private sector, nonprofit 501(c)3 organization operating in partnership with Cuyahoga Valley National Park. CVSR's mission is to provide educational, recreational and heritage railroad experiences and provide alternative transportation to and within Cuyahoga Valley National Park and the Ohio & Erie Canalway.

To apply, please submit a resume and cover letter to Kelly Koehler, Director of Events at kkoehler@cvsr.org with *Events Coordinator* in the subject line. *Submissions that do not include all these application materials will not be considered.*

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