



Job Posting: Sales and Event Coordinator

The Harford County 4-H Camp and Deer Creek Overlook is a unique, private non-profit organization run by an all-volunteer Camp Board, The Harford County 4-H Clubs, Inc. The camp relies on income from events and fundraisers as well as the generosity from the public and our amazing volunteers to continue to enrich the lives of young people and our community. The 4-H camp was first transferred to Harford County 4-H Clubs, Inc. on July 9, 1925. The camp is the oldest 4-H camp in Maryland and one of the oldest continuous use 4-H camps in the country. Situated on Deer Creek adjacent to Rocks State Park, our facility includes our 240-person indoor event facility Deer Creek Overlook, our rustic 150-person Rocks Lodge, 3 dormitory style cabins, a rustic Craft Building, and 2 outdoor pavilions with 175-person capacity. Our camp also includes a spring fed swimming pool, archery range, athletic fields, and extensive woodland areas.

Position Summary: We are seeking a friendly, outgoing, customer service minded individual to fill the role of Sales and Event Coordinator. In this part-time role, you will be responsible for performing and managing all operations associated with rentals and events including procuring and securing events, their associated contracts, billing, and scheduling camp employees and volunteers. With support from the Board of Directors, Board Committees, the Office Administrator, and the Caretaker, you will be responsible for ensuring that all events and rentals at the camp are successful from start to finish.

REQUIREMENTS:

- Demonstrate ability to take initiative; work well under pressure and multi-task.
- Effective communication and interpersonal skills as well as strong leadership skills.
- High attention to detail; responsible, organized, and flexible demeanor.
- Computer proficiency and knowledge of office software (Word, Excel, Google docs, database management, etc.).
- Able to handle stressful situations and complaints while remaining professional.
- Good time management skills; the ability to complete tasks as assigned, take the initiative when needed, and the ability to work successfully alone and in a team environment.
- Ability to work a flexible schedule including day, night, and weekend hours.

QUALIFICATIONS:

- Relevant event planning experience required. Camp or facility experience preferred.
- General knowledge of social media and current online platforms.
- A positive, enthusiastic, and creative approach to problem-solving.
- Valid driver's license and favorable background check.
- Ability to assist with set up and break down of event equipment and furniture as well as the ability to work in outdoor weather conditions when needed.

For additional details please email Campboardpresident@gmail.com. If interested in applying please include a resume with cover letter

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.