



**Job Title:** Event Staff: Water Conservation

**Employer:** Resource Central; Boulder, CO

**Job Status:** Part-time (8-16 hours/wk.), Temporary (March to June), Non-exempt

**Salary:** \$14.00/hour

**Reports To:** Water Programs Manager: Landscape Programs

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### **About Resource Central**

We're thirty people in Boulder determined to make conservation so simple that people don't even realize they're doing it. Founded in 1976, our nonprofit's programs in water, energy, and waste have helped nearly 500,000 people improve their homes, conserve natural resources, and save money. Learn more at: [ResourceCentral.org](http://ResourceCentral.org).

### **Job Summary**

The Event Staff will play a key support role in helping to promote water conservation in Colorado, helping thousands of families save water through landscape change. Under the supervision of the Water Programs Manager, Event Staff will be passionate and knowledgeable about Resource Central's mission and programs. Resource Central will provide training on Landscape Programs enabling Event Staff to share that enthusiasm and expertise with program participants. Event Staff will play a key role at Landscape Program events; he or she will be responsible for providing exceptional customer service, setting up and breaking down events, distributing gardens, answering questions, and other related tasks. Most events will be held in the evening or on weekends; availability and willingness to work during those times is a must.

### **Principal Responsibilities**

The principal duties of this position include, but are not limited to, the following:

- Assist the Landscape Programs Team in hosting and conducting successful garden events and seminars
- Duties at events will include:
  - ❖ Setting up and breaking down of venues
  - ❖ Gathering and transporting supplies to venues
  - ❖ Unloading and organizing gardens and identifying products
  - ❖ Greeting, checking in, and warmly engaging with customers and seminar attendees
  - ❖ Confirming customer orders and helping customers load their vehicles with the appropriate garden(s)
  - ❖ Giving direction to volunteers
  - ❖ Answering basic questions about Xeriscaping, plant care, and Resource Central
- Upon training, communicate knowledgeably and effectively the organization's mission and programs
- Work independently to troubleshoot problems

- Serve as a representative of Resource Central with vendors and customers

### **Skills and Abilities**

- Excellent customer service and communication skills
- Positive attitude and outgoing nature
- Superior organization and attention to detail
- Flexible schedule and availability; reliability is a must
- Ability to take initiative when needed
- Willingness to assist others to accomplish shared goals
- Ability to quickly learn new skills as needed
- Team-player

### **Desired Qualifications**

- At least 1 year of work experience in a professional setting
- Customer service experience is a plus
- Knowledge of, or demonstrated interest in, gardening, plants and/or water-efficient landscaping is a plus

### **Essential Functions**

- In April: must be available to work most evenings and some weekends
- In May and early June: must be available to work Saturdays and some weeknights
- Must have a valid drivers' license and access to a working vehicle
- Must be able to pass a background check
- Must be able to complete physical labor, including: being able to lift a maximum of 40lbs; squat, bend or crouch for a sustained period of time; walk 2 miles
- Must be willing to work outside in most conditions

### **Expectation for All Employees**

Support Resource Central's mission and exhibit a commitment to:

- Promoting innovation, excellence, and respect for the long-term sustainability of our environment,
- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities,
- Embracing personal responsibility and accountability for your job.

To apply please send a cover letter and resume to [HR@ResourceCentral.org](mailto:HR@ResourceCentral.org) with the subject line "Event Staff: Water Conservation (March-June)."

Resource Central is dedicated to equal employment opportunities. We provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, sexual orientation, race, color, religion, national origin, disability, marital status, military status, gender expression, genetic information or any other classification protected by applicable state or local law. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds.