



**The Loppet Foundation
Event Staff and Captains
Part Time Seasonal
Job Posting**

[The Loppet Foundation](#)'s mission is connecting people to the outdoors through experiences that grow community. We value anti-racism, collaboration, growth, inclusion, play, stewardship and well-being. The foundation provides quality programming for youth and adults, produces world class adventures and sporting events, and strives to create a welcoming and inclusive community in its operations in Theodore Wirth Park. The Loppet staff are dedicated and energetic individuals who work together leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts.

Job Summaries: Loppet Event Staff work closely with the Event Captain and Trailhead Events Manager to help with the setup and tear down of events, as well as helping to maintain the Trailhead space throughout the event. Event Captains serve as the point person when the Trailhead Events Manager or a full time Loppet staff person is not onsite. They are responsible for making sure the event runs smoothly and according to the plans arranged between the Trailhead Event Manager and outside Event Organizers. These are both part time seasonal, hourly positions.

Responsibilities:

- Upon arrival, Loppet Event Staff check in with the Trailhead Events Manager and/or the Events Captain to get up to speed on the event to that point. Event Captains will check in with the event coordinator/planner and Park Police Officer (if onsite) to introduce themselves
- Loppet Event Staff assist the Event Manager and/or the Event Captain with event setup/clean up during the event. Includes lifting and moving chairs and tables as needed.
- Loppet Event Staff maintain public spaces such as the fireplace area, bathrooms and Patio during the event.
- Work with the Event Staff to clean and reset the Great Hall. Duties include but are not limited to wiping tables, taking out trash, sweeping floors and moving tables and chairs.
- Event Captains will also work with the caterer to ensure they follow through with their responsibilities, and ensure that when all guests have left, all doors are locked and the Trailhead is properly secured.

Preferred Qualifications:

- Availability nights and weekends
- Minimum of 1 years event experience preferred for Event Staff (2 years for Event Captains)
- Minimum of 1 years customer service experience preferred for Event Staff (2 years for Event Captains)
- Strong team player with the ability to work independently as needed
- Access to reliable transportation to and from the Trailhead
- Ability to meet physical demands of the job. While performing the duties of this job, the employee is regularly required to sit, stand, bend, twist, kneel, and communicate. The employee must regularly lift and/or move up to 40 pounds.

Event Staff report to the Event Captain and Trailhead Events Manager, who reports to the Trails & Trailhead Director. Hourly wages for Event Staff range between \$15.50 - \$16.50 per hour, and for Event Captains \$17 - \$19.50 per hour, depending on demonstrable experience. Hours will vary week to week, with the potential of 10 - 20 hours per week, May through October. ***** Event Captain & Staff positions will begin interviewing and hiring as early as mid April 2025.**

*We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Foundation, we are committed to building a blended team that reflects the community we serve. Hence, **we strongly encourage BIPOC, Indigenous and Queer-identified individuals to apply.***

HOW TO APPLY

No phone calls, no walks in. To apply, please follow the instructions below:

- Email the following materials to grossman@loppet.org with an e-mail subject that reads “Event Staff Application.”
 - Resume (preferably in .pdf form), Cover Letter in the body of the email, and compensation expectation.
- All applications received will be considered, position open until filled.