



Job Description

Position Title: Event Coordinator Internship
Position Supervisor: Director of Catering

Job Number 2023-14
Schedule: Full Time, Seasonal,
Non- Permanent

Supervisory Duties: None

Salary: \$20/hour **FLSA Status:** Non-Exempt **Travel Req'd:** Up to 10%

Summary

The Event Coordinator Intern is introduced of programs, activities, and services that directly support member/guest catering need. This internship assists the Director of Catering with all day-to-day catering services: development of contracts; planning and execution of club-sponsored and contacted events; sales and marketing; and vendor selection. The intern will work with catering and other departments to assure that the members’ and guests’ expectations are exceeded.

Essential Duties & Responsibilities

- Works directly with Director of Catering and other event support staff in the coordination of on and off-site events.
- Assists with the promotion, advertising, and marketing of the club’s social event facilities and capabilities to all members.
- Assists in working with the Executive Chef to determine selling prices, menus, and other details for catered events.
- Maintains relationships and communicates necessary information and coordination with production, serving and other housekeeping staff; arranges for printing of menus, procuring of decorations, entertainment, and other special requests, etc.
- Under the supervisor of the Director of Catering to plan and execute weekly “Family Night” Event at the pool.
- Assists with diagrams room layout, banquet item placement and related function details.
- Communicates with vendors regarding event logistics, and other critical event details.
- Attends BEO meetings and assists the Director of Catering in leading those meetings.
- Prepares and/or creates quotes for all member and member sponsored events.
- Assists with the enforcement of special event contracts and venue pricing.
- Assists with the end of day billing and budget allocation for events.
- Assists with booking all entertainment for Clubhouse and Special Events.
- Assists with organizing, purchasing catering materials, and supplies to ensure the success of an event.
- Assists with maintaining and updating BEO’s and the outlook events calendar.
- Maintain the organization and cleanliness of the catering closet.
- Perform other duties as assigned.



Job Description

Minimum Education & Experience

Must be enrolled in or possess an undergraduate college degree in hospitality or business management.

Knowledge, Skills & Abilities

- Ability to communicate effectively orally/verbally with diverse group of individuals and age ranges.
- Ability to be flexible and adaptable in highly fluid and dynamic environment.
- Ability to work with a team and interact with others in a professional and courteous manner.
- Ability to maintain the confidentiality of Stock Farm Club and member and/or guest information.
- Ability to maintain professionalism and image of the Stock Farm Club.
- Preferred: Prior successful employment with the Stock Farm Club in this or a related position.
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Additional Requirements & Documentation

- Must possess a CPR certification within the previous 12 months or be able to attend and successfully complete scheduled CPR course prior to the execution or oversight of camp or Double Digits activities. (SFC will schedule and assign you to the CPR course as necessary).
- Must be able to work overtime and holidays as required; must be able to work additional weekday and early morning or evening hours as required.
- Must be able to work variable schedule to include last-minute scheduling needs/changes and working split shifts.
- Must be insurable by Club's auto insurance provider and possess a valid driver's license.

Environmental & Physical Conditions

General physical activities. Work involves long periods of walking, standing, use of arms and legs, and movement of entire body. Work includes climbing; lifting; balancing; walking; stooping; pulling and pushing; kneeling, stooping, and bending; and safely lifting and carrying items up to 50 pounds. Work involves walking on uneven and slippery surfaces.

Stock Farm Club is an equal employment opportunity employer (EEO). The Club does not refuse employment or discriminate in compensation, or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, genetic information, veteran's, LGBTQ, vaccine status or whether a person has an immunity passport status. The Club does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.