



## POSITION DESCRIPTION

**Name of Position:** Event Parking Staff

**Reports to:** Parking Superintendent & Special Events and Marketing Manager

**Status:** Per-Diem

**Compensation:** 4 hour minimum, rate TBD

**General synopsis:** The Champlain Valley Exposition is looking to create a parking management team that will oversee the parking operations for our events, both small and large scale.

### Job Responsibilities:

- Work with the event parking team to create an organized and efficient parking layout.
- Work with Champlain Valley Exposition staff to conduct pre-event tasks as needed (example: painting parking lines)
- Execute day-of parking at the Champlain Valley Exposition
- Communication with other event parking team members as well as Champlain Valley Exposition staff to ensure a successful event.
- Knowledge of the Champlain Valley Exposition grounds
- Monitor the number of cars that enter and exit the lots.
- Collect parking fees from patrons (when needed)
- Answer questions from patrons
- Per-diem schedule with knowledge of most events being 6 months in advance

### Job Requirements:

- A high school diploma or GED certificate (preferred)
- A valid driver's license or other reliable transportation method
- The ability to work outdoors in various weather conditions.
- The ability to stand for 4 or more hours at a time.
- The ability to work nights and weekends.
- Strong communication skills
- The ability to work in a fast-paced environment.

**Call us at 802-878-5545 or email Brenna Deavitt (Special Events & Marketing Manager) at: [bdeavitt@cvexpo.org](mailto:bdeavitt@cvexpo.org) with any questions.**