



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## CONFERENCE SERVICES AND AUDIOVISUAL SPRING 2022

Our Conference Services department delivers exceptional logistical and audio visual tech support to our guests, ensuring all our conferences run smoothly. The applicant will have the opportunity to work with a wide variety of schools and other organizations, helping to setup and tear down meeting spaces according to individual group needs. Schedules and weekly hours vary according to the conference programs schedule.

### QUALIFICATIONS AND SKILLS

- The ideal candidate will have a leadership background in hospitality or customer service.
- All candidates must be outgoing, courteous and customer-oriented and possess strong organizational and communication skills
- All candidates must be physically fit and mentally sharp
- Candidates must be strong decision makers, adept at leading others and possess independent initiative and creative problem solving skills
- Must work well in stressful, high-pressure situations, often under deadline pressure
- All work must be completed with attention to detail, speed, accuracy and neatness
- Previous audio-visual experience is preferred but not required
- Must be willing to work a variety of different shifts, including mornings, evenings and weekends
- Valid driver's license (preferable)

### RESPONSIBILITIES

- Setting all meeting spaces neatly and in accordance with groups' requests, including seating and table setup and breakdown
- Cleaning and maintaining all meeting space areas, including floor care
- Setting up and operating audio-visual equipment, including microphones, video projectors, in-house and portable sound systems, soundboards and lighting
- Working directly with guest leadership during the event to ensure their meeting space and overall needs are met
- Communicating and working with other departments to provide for a seamless and pleasant guest experience
- This position is "hands on" and not a desk job. It often involves long periods of physically demanding work, so physical strength and stamina are required. The ability to lift and carry 50 lbs. and remain on one's feet for long stretches is required
- Commitment to the mission, values and ethics of the YMCA
- Must be willing to work a flexible schedule including weekends and evenings as needed
- Excellent organizational, interpersonal, and communication skills
- Ability to multitask and work in a team setting

### COMPENSATION AND BENEFITS

- Hourly pay is \$9.00-\$10.00
- Free on-grounds housing in a private furnished room. All utilities, Wi-Fi, and common areas including a fully equipped kitchen and dining room are included. NO BILLS.
- Discount on YMCA Blue Ridge Assembly staff activities.
- Discounted nights at YMCA Blue Ridge Assembly.

## **APPLICATION PROCESS**

Interested candidates should send their resumes, along with three references, to the Director of Leadership Development, Bruno Vandorsee at [bvandorsee@yblueridge.org](mailto:bvandorsee@yblueridge.org).

References will be checked on all final candidates.

The application can be also submitted through the link below:

<https://blueridgeassembly.org/join/employment-application>