

Job Posting

Part-Time Operations Team Member

Summary: The Columbus Downtown Development Corporation & Capitol South, a non-profit development company, is seeking one part-time Operations Team Member to assist with facility operations at the John F. Wolfe Columbus Commons, a park located in downtown Columbus, Ohio.

Classification: Part-time, seasonal employee.

Location: Columbus Commons, located at 160 South High Street, Columbus, Ohio 43215.

Salary/Benefits: \$19/hour starting pay. Parking is provided, no additional employee benefits.

Hours: Variable scheduling, 15-30 hours per week is typical.

Schedule: Seasonal from April 2022 through November 2022. Shifts will be based around landscaping and event schedules and night and weekend hours are sometimes required.

Reports to: Operations Manager, Park Operations Coordinators.

Description: The Operations Team Member supports facility and event operations at the Columbus Commons. This includes landscaping, maintenance projects, event support, equipment operation and other responsibilities as assigned. Landscaping duties may include planting, mulching, mowing, sod installation, turf grooming, fertilizer and pesticide application, weed removal, and other similar tasks. Facility projects may include, painting, restroom cleaning, minor carpentry, and other facility maintenance. Event support may include tent, fence, and similar equipment setup and tear down, and working long hours during events. The operations team member works under the supervision of the Park Operations Coordinators to achieve goals within pre-determined timelines. This position includes communication with clients, co-workers, and park patrons in a professional and courteous manner.

Qualifications: Candidates should have specific experience in one or more of the following areas—landscaping, construction, sports field management or facility maintenance. Punctuality, independent decision-making ability, effective communication, and a positive client-service mentality are integral to success. At least two years of post-secondary education is preferred.

Candidates must meet the following requirements:

- At least 18 years of age by April 2022 and have a high school diploma or GED
- Have a valid driver's license and clean driving record
- Ability to pass employment pre-screenings
- Demonstrate ability to lift up to 70lbs using proper lifting techniques
- Ability to use Microsoft word, excel, and outlook for minor reporting responsibilities
- Work outdoors for long hours in extreme weather conditions
- Familiarity with landscaping tools and techniques and basic hand tools
- Willingness to commit to working weekday and weekend hours April through November

Application: Please email a resume, including three references, and cover letter to humanresources@downtowncolumbus.com with ***“Operations Team Member”*** listed in the subject line.

No phone calls will be accepted. Only those candidates selected for an interview will be contacted.

COVID-19 considerations:

Must provide COVID-19 fully vaccination record or commit to being willing to become fully vaccinated upon hiring according to the federal guidelines.

Please send resume to: humanresources@downtowncolumbus.com

About Columbus Commons:

Set within the scenic Downtown skyline, Columbus Commons is more than just a six-acre park. It is a gathering space for Central Ohio, a backyard for Downtown residents, and an attraction for people of all ages. With over 200 free events each year, there is something for everyone.

The 2011 debut of the Columbus Commons launched the beginning of a new era in Downtown Columbus, sparking the development of the River South neighborhood of Downtown Columbus that catalyzed almost \$400 million in private development.

Under the direction of Capitol South Community Urban Redevelopment Corporation, Columbus Commons has developed into an award-winning event venue and public green space.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.