

	<u>Naperville Park District</u>	
	Job Description – Carillon Ambassador	
	Dept: Recreation Title: Carillon Ambassador	
	Revision Number: 0	Classification: Non-exempt
Revision Date: April 9, 2015		

Supervisor: Program Manager

Overview: The Carillon Ambassador supports the Millennium Carillon through assisting with operations, programs and events.

Essential Duties & Responsibilities:

- Promote Carillon operations and upcoming events through communication with visitors and presentations to groups and organizations in the community.
- Answer questions from Riverwalk and Carillon visitors regarding the operation and history of the facilities.
- Assist with recitals, concerts, and events held at the Carillon.
- Distribute promotional and recital materials to attendees at Carillon recitals and at events along the Riverwalk.
- Assist with set up and take down of events and recitals.
- Identify and communicate opportunities for improvements to facilities or operations with supervisor.
- Assist with the completion of special projects.
- Inform Carillon visitors of opportunities to donate in support of Carillon operations.
- Report safety concerns or areas requiring maintenance to supervisor.
- Follow district and departmental safety, personnel, and administrative policies, procedures, and ordinances

Other Duties and Responsibilities:

- Complete all volunteer paperwork.
- Attend required training sessions.
- Work all scheduled hours and provide Carillon staff with advance notice of any time off requests.

Knowledge, Skills, and Abilities:

- Knowledge of or the ability to learn the operation and history of the Millennium Carillon and surrounding Riverwalk area.
- Maintain a friendly, patient demeanor and display a willingness to help all age groups and abilities.

Time Commitment:

- 1 to 2 hours each week, or as needed.
- Year round.

Special Considerations:

- Requires flexibility of schedule, including weekend, holidays and evening hours.
- Ability to work in outdoor environmental conditions.
- Ability to move from site to site on the Riverwalk.