

CVB Associate – Part-time- Flexible hours

Responsibilities:

Applicants will be required to setup and position tables, chairs and other equipment before and after events at the Ringgold Depot and Patriot Hall. Applicants will be responsible for inspection and cleaning of the facilities before and after events including sweeping, mopping and general cleaning. Applicant will be required to set up, adjust and operate basic audio/visual equipment such as speakers and DVD players and projectors. Applicant may also be asked to assist in coordinating setups via phone or email communication and assist at City sponsored events.

Prospective applicants should:

Have a flexible schedule (nights, weekends, early morning)

Be willing to work independently and prioritize tasks

Be able to meet scheduled appointments and plan ahead

Requirements:

Work requires moderate physical effort with considerable walking; work requires regular lifting, carrying and pushing of up to one hundred (100) pounds.

City of Ringgold or Catoosa County Residents preferred.

Complete an application and send to:

City of Ringgold, ATTN: Main Street Manager

150 Tennessee Street

P. O. Box 579

Ringgold, GA 30736