



Job Description: Parking Lot Coordinator

Position: Parking Lot Coordinator (two open positions)

Company: Shivwits Band Corporation

Location: Fire Lake Parking Lot

Compensation:

- \$50 per day on weekends (Saturday and Sunday)
- \$20 per day on weekdays (Monday – Friday)
- **Total weekly compensation: \$200**
- **OR an hourly rate TBD when hired**

Period: The position will terminate when Fire Lake stops getting a large number of visitors. This will likely be in October (TBD).

Job Summary: The Parking Lot Coordinator will be responsible for overseeing the daily operations of the parking lot, ensuring that it is organized, safe, and accessible for all visitors. This position requires someone who is punctual, attentive, and able to handle various tasks to maintain the parking area efficiently.

Key Responsibilities:

1. Open the gate at 7:00am every day
2. Close the gate at 10:00pm every day
3. On weekends check the parking lot once at 11:00am and once at 3:00pm
 - a. Use the parking lot software to verify parking lot visitors have paid parking fees and issue tickets for anyone who hasn't paid.
 - b. Count all cars present and verify total with software.

How to Apply:

Send resume or email to cechohawk@shivwitsbc.com.

Deadline to Apply: May 24, 2025

Start Day: May 26, 2025