

EVENT SPECIALIST I  
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to planning, scheduling, organizing and directing recreation activities and/or programs.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assist in the execution of special events including, but not limited to, games, sports, crafts, set up and tear down.

Assist in planning, promoting, organizing and evaluating a variety of special events.

Interact with and supervise games and activities and in proper use of equipment.

Receive and oversee the use of equipment and materials; care for and maintain equipment.

Promote and enforce safety procedures around participants and render first aid and CPR, if certified, as required.

Build and maintain positive working relationships with co-workers, other City employees, vendors and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic class management and supervision.

Rules and skills involved in one or more recreation activities.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Principles and techniques of first aid and CPR.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk long distances; policies and procedures, explain operations and problem solve issues for the public and with staff; participate with children in games and sports activities that involve running, bending, squatting, jumping and reaching; lean, stoop and bend to set up or break down equipment.

Intermittently set up booths, hang banners, move tables, chairs and carry supplies; lift or carry weight of 45 pounds or less.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Communicate tactfully with customers and vendors.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

#### Experience:

One season of experience in subject area is desirable.

AND

#### Training:

Equivalent to the completion of the tenth (10<sup>th</sup>) grade and fifteen (15) years of age by the beginning of summer programs.

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License or Certificate

Possession of, or ability to obtain, CPR and First Aid certificates within six (6) months of hire.

Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.

12-21-19	Event Specialist I
02-08-19	
02-09-17	
07-04-09	
12-18-99	
01-26-95	
02-20-90	
03-03-89	
10-01-88	
04-01-83	
10-30-73	
-67	
-65	Recreation Specialist I