

EVENT SPECIALIST II  
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, leading and evaluating a variety of special events.

Interact with and stimulate interest while conducting and supervising event activities..

Inspect assigned recreation facilities and/or equipment and recommend any necessary repair or maintenance work and supply needs.

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

Assist with supervision of assigned temporary staff; monitor staff relative to assigned duties.

Complete records and reports as required.

Promote and enforce safety procedures; 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:

Techniques, rules and equipment used in a variety of recreational activities and games.

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; interpret 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.

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

Maintain accurate and up-to-date records.

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 (1) season of experience in the subject area.

And

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree at the beginning of the summer programs.

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License or Certificate

Possession of, or ability to obtain, a valid California driver license.

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

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

|          |                          |
|----------|--------------------------|
| 12-21-19 | Event Specialist II      |
| 02-08-19 |                          |
| 02-09-17 |                          |
| 07-04-09 |                          |
| 07-22-02 |                          |
| 12-18-99 |                          |
| 04-24-97 |                          |
| 10-01-88 |                          |
| 10-30-73 | Recreation Specialist II |
| -67      | Recreation Leader        |
| -65      | Recreation Leader I/II   |