

JOB OPENING

RECREATION DIVISION - RIVERPLEX

SPECIAL EVENT STAFF

POSITION: PART TIME / \$11.00 - \$13.00 PER HOUR

RESPONSIBILITIES

- Work to complete special event setup.
- Assign tasks to staff as they check in.
- Work cooperatively with representatives from third party vendors.
- Facilitate customer service with a positive and professional attitude.
- Identify potential hazards.
- Block off areas of facility that are closed off to the event.
- Monitor entrances as supplies are being loaded into facility.
- Monitor crowd control in the event location and remain in contact with event leader.
- Wear facility radio during regular open hours.
- Provide quality assistance to members and guests.
- Work with staff in cleaning up spills and stocking restrooms.
- Administer First Aid and complete required documentation.
- Call for assistance when needed; security and/or police, if necessary.
- Make regular rounds throughout the event area; anticipate any issues that may arise.
- Assist in cleaning up areas used by the event.
- Return chairs, tables, and other equipment to the proper storage areas.
- Follow all safety procedures that pertain to the duties performed and support all aspects of the Park District safety program.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- High school diploma or equivalent.
- At least one year of experience working in a recreation center; excellent customer service skills.
- Experience with setting up rooms and/or gymnasiums for large events.
- Ability to work independently or in groups.
- Ability to read directions and follow the layout of diagrams for set up and tear down.

OTHER

- While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.
- Under the supervision of the Recreation & Sports Coordinator.

