



VILLAGE OF ANTIOCH JOB DESCRIPTION: Seasonal Special Events Assistant

Job Title	Seasonal Special Events Assistant
Rate	\$10/Hr.
Department	Parks and Recreation
Prepared By	Lauren Kabrick
Prepared Date	April 2019

Summary

Under the direction of the Park and Recreation Director, along with the Special Event Coordinator; Special Event Staff help to plan, organize, and facilitate village special events. This is a seasonal position June - September.

Essential Functions

Include the following:

- Employee will be responsible for their designated game, area, or activity during all special events; assignments will be designated by the Special Event Coordinator.
- Employee will be responsible for the setup, cleanup and facilitation of special events and activities.
- Employee will return all materials to the proper storage areas.
- Employee will perform all functions, paying close attention to customer service.
- Employee must always wear appropriate attire.
- Employee must be prompt and prepared for scheduled hours of work.
- Employee is responsible for performing all job tasks within the rules and guidelines of the Village of Antioch Parks and Recreation Department.
- Employee must perform all other duties/tasks as needed, as it relates to special events.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Skill in organization, attention to detail and ability to multi-task.
- Ability to work a flexible schedule around event times and locations.
- Ability to work well independently.
- Ability to speak and write in the English language.
- Ability to lift 50 lbs. without assistance, and physical ability to lift, stand, stoop, kneel and walk for long periods of time.
- Employee must be able to use good safety awareness and judgment.

Education and/or Other Requirements

- Minimum of High School diploma or GED equivalent
- Minimum of 1 year assisting with special events

Note

Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of the Village of Antioch, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time. This job description does not constitute a written or implied contract of employment.