

# South Jordan City

## Job Description

<b>Title:</b>	<b>Special Events Aide</b>	<b>Effective Date:</b>	<b>2/1/16</b>
<b>Org:</b>	<b>100240</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>S-5</b>	<b>Workers Comp:</b>	<b>Municipal</b>

**This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.**

### GENERAL PURPOSE

Provide promotional marketing and special events programming assistance. Facilitate, implement, market and promote the City’s Sights and Sounds of Summer, a movie series and other special events as needed.

### SUPERVISOR

Associate Director of Community Services

### POSITION(S) SUPERVISED

Assign daily work activities to Recreation Aides and/or Volunteers

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s supervisor.

Job attendance is required, except for authorized.

Assist in day of event preparations.

Support and involvement of many facets of special events, provide coordination through participation in unique educational and professional development activities.

Schedule and supervise subordinates and/or volunteers as needed.

Responsible for event concessions, which includes but it not limited to tracking inventory, ordering supplies, cleaning, handling money transactions, and handling basic food preparation.

Monitor and supervise program equipment; ensure set up, operation and take down of all equipment before and after all scheduled events; ensure cleanup of park after each event.

Assist with the implementation of the summer promotion campaign. Promote city facilities, programs, and healthy lifestyles.

Respond to accidents or situations that may require first aid and/or CPR, and/or other necessary assistance. Participate in the record keeping of accidents and incidents.

Maintain the cleanliness of the concessions trailer and surrounding park area and remove all hazards.

Report unsafe conditions to the appropriate personnel in a timely manner.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from High School or G.E.D.

2. Special Qualifications:

Valid Utah Class D Driver License  
Must be at least 18 years old  
CPR/First Aid (Can be trained after hire)  
Food Handler's Permit (Can be trained after hire)

3. Knowledge, Skills and Abilities:

Ability to works well with others and be punctual. Must have great attitude and great customer service skills.

4. Working Conditions:

Incumbent of the position generally performs in an outdoor environment. Non-traditional working hours are required. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity exist. Mental application makes use of memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving. Periodic exposure to weather extremes.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Part Time</b>	<b>EEO-4 Class:</b>	<b>Serv/Maint</b>
<b>Location:</b>	<b>Community Services Programs</b>	<b>EEOP Class:</b>	<b>Serv/Maint</b>
<b>Group/BU:</b>	<b>Part Time Pay Plan</b>	<b>Tech-Net Match:</b>	