

Job Description – Special Events/Project Assistant

Full-time temporary Summer Position

General - The Special Events/Project Assistant position is responsible for aiding in the facilitation of Special Events throughout Gunnison and facility rentals for the Jorgensen Event Center. This person will be working within the City of Gunnison Parks & Recreation Department and may help with Parks projects, Community Center projects or programs. In addition, they will be involved in maintenance projects in and around the Jorgensen Event Center.

Schedule – Work will start toward the end of May 2018 and will continue through early September, 2018

- Full-time position shifts are between 7 hours and 14 hours per day totaling no more than 40 hours per week.
- **Weekend work will be necessary** many of our summer events and facility rentals occur over weekends, any interested candidates need to be ready to work weekends.

Required Skills – Position requires spending extended periods of time outdoors. Must be 18 years of age and possess a valid Colorado Drivers License and have a basic level of mechanical aptitude. Must be outgoing, service oriented, and have the ability to approach and work with the public in a positive manner. Applicant must be physically able to perform the essential job functions including the ability to lift a minimum of 70 lbs. Computer skills including; Microsoft Office programs, Facebook, and Outlook email are preferred.

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- The **Full-Time** Special Events/Project Assistant position starts at **\$11.18 per hour plus a \$.53 per hour bonus** at the end of the season.

Contact **Andy Eflin, work. 970-641-0435, cell. 970-210-1777** or aeflin@gunnisonco.gov for more information

Stop in and pick-up an application at the Gunnison Community Center – 200 E. Spencer Street
Gunnison CO 81230

Applications due by May 11th.