

# Job Description – Special Events/Project Assistant

## Temporary Summer Position

**General** - The City of Gunnison Parks and Recreation Department is seeking a temporary Events Assistant for the summer of 2019. The Special Events/Project Assistant position is responsible for aiding in the production of Special Events throughout the City of Gunnison and helping with 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, and or programs. In addition, they will be involved in maintenance projects in and around the Jorgensen Event Center.

**Schedule** – Work will start mid May 2019 and go through early September, 2019

- Position shifts are between 7 hours and 14 hours per day totaling no more than 35-40 hours per week.
- **Weekend, Holiday and occasional evening work will be necessary** - many of our summer events and facility rentals occur over weekends & holidays, any interested candidates need to be ready to work weekends.

**Skills** - The City is seeking a fun outgoing, enthusiastic candidate that has good customer service skills. The ideal candidate will have good mechanical aptitude, computer skills, and should have a certain amount of salesmanship. The candidate must have a valid driver's license, be able to lift 70lbs, and be able to work long shifts outdoors on their feet.

**Wage** -The Temporary Special Events/Project Assistant position starts at **\$13.34 per hour plus a \$.55 per hour bonus** at the end of the season.

**How to apply** - To fill out an application to be considered for this position please go to <https://forms.cityofgunnison-co.gov/Forms/EmpApp> and put "Events Assistant" in the job applied for space.

Applications due by May 11<sup>th</sup>.