



PART-TIME SPECIAL EVENTS AIDE

Department: Recreation and Cultural Arts

CHARACTERISTICS OF THE CLASS

Under the general supervision of Director of Recreation & Cultural Arts and/or their designee, performs a variety of tasks including assisting the operations of special events. The incumbent is responsible for assisting in setting up, conducting, and cleaning up of special events. Work will be reviewed through observation for adherence to established policies and procedures.

EXAMPLES OF ESSENTIALS FUNCTIONS

1. Provides excellent customer service to participants of the City of Pembroke Pines, answers inquiries professionally and knowledgeably.
2. Ensures equipment is kept neat and clean; ensures equipment is safe and in working condition.
3. Implements activities for special events.
4. Assists in preparing the special event, setting up interest centers, and preparing needed materials and supplies.

Note: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are logical assignments to the position.

REQUIREMENTS

A. Training and Experience:

High School or equivalent. Prior recreation experience preferred.

B. Knowledge, Abilities, and Skills:

Knowledge of rules, regulations, ordinances, policies, and other requirements regarding public recreation.

Knowledge of organized games, arts and crafts activities and youth sports.

Ability to establish and maintain effective working relationships with officials, general public and co-workers.

Ability to understand and carry out oral and written instructions.

Skill in leading and/or instructing one or more recreational activities.

C. Physical Requirements: 2

D. Environmental Requirements: 2

E. Sensory Requirements: 6,8