
PART-TIME POSITIONS AVAILABLE
PROGRAM ASSISTANT I
(PART-TIME SPECIAL EVENTS WORKER)
IN THE OFFICE OF EVENTS AND TOURISM
12 POSITIONS AVAILABLE

\$10.50 per hour
(No Benefits)

Position

Part-time staff is needed to assist in the Office of Events and Tourism. Part-time employees work on an as-needed basis at City of Rocklin-sponsored Special Events (*dates listed below for 2017*). The positions will start in April 2017 and run through October 2017. The work schedule varies by event.

The Program Assistant I (Special Events Worker) is a part time position (*not to exceed 999 hours per fiscal year, July 1st thru June 30th*) for the Office of Events and Tourism. Incumbents perform a variety of tasks at Special Events, including setup, takedown, crowd control, and other duties as assigned.

Staff is needed for the following dates in 2017 (tentative schedule):

- Saturday, April 8 – Quarry Park Opening Event at Quarry Park
- Thursday, April 20 – Concert at Quarry Park
- Wednesday, May 17 – Community Jazz Concert at Quarry Park
- Thursday, May 25 – Gather Event at Quarry Park
- Sunday, June 4 – Celebrate the Arts! festival at Quarry Park
- Thursday, June 8 – Shakespeare in the Park at Quarry Park
- Friday, June 9 – Shakespeare in the Park at Quarry Park
- Saturday, June 10 – Shakespeare in the Park at Quarry Park
- Sunday, June 18 - Concert at Quarry Park
- Thursday, June 22 – Gather Event at Quarry Park
- Friday, July 21 – Comedy Under the Stars at Quarry Park
- Thursday, July 27 – Gather Event at Quarry Park
- Sunday, July 30 – Stairway to Stardom at Quarry Park
- Thursday, August 24 – Gather Event at Quarry Park
- Friday, August 25 – Woofstock Pup Crawl
- Saturday, August 26 – Concert at Quarry Park
- Sunday, August 27 – Woofstock event at Johnson-Springview Park

The City of Rocklin is an Equal Opportunity Employer.

If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Division in writing upon submittal of the application. Medical disability verification may be required prior to accommodation.

Staff is needed for the following dates in 2017 – tentative schedule (continued):

- Thursday, September 28 – Gather Event at Quarry Park
- Saturday, October 7 – Mini Maker Fair at Sierra College
- Tuesday, October 17 – Concert at Quarry Park
- Thursday, October 26 – Gather Event at Quarry Park

Minimum Qualifications

- Equivalent to the completion of the 12th grade
- Must be at least 18 years old
- Previous events experience is preferred
- Ability to perform a variety of duties as assigned

Application Process

Applicants may [apply on-line](#) or by submitting a [hard copy employment application](#). [Electronic submittals](#) are preferred; however [hard copy applications](#) will be accepted at the address below or by emailing a copy to HR@rocklin.ca.us.

*City of Rocklin - Human Resources Office
2nd Floor City Hall
3970 Rocklin Road
Rocklin, CA 95677*

Phone: (916) 625-5050 / FAX: (916) 625-5099
Job Line: (916) 625-5060

Offers of employment are conditional upon successful completion of a pre-employment fingerprint clearance. All applicants will be notified by e-mail following the application review.

Application Deadline:

First 100 Applications or by 5:00 p.m. February 17, 2017 (whichever occurs first).



APPLY NOW