



APPLY NOW

City of Rocklin

PART-TIME PROGRAM ASSISTANT I/II (VENUE MONITORS AND VENUE HOSTS) (MULTIPLE POSITIONS AVAILABLE) PARKS AND RECREATION DEPARTMENT

\$10.50 per hour to \$13.23 per hour
(No Benefits)

The Position

The Program Assistant I/II (Venue Monitor or Venue Host) is a part-time position for the Parks and Recreation Department. Incumbents perform a variety of tasks including setup, and/or cleanup of facility rental, and other duties as assigned. The Incumbent should be available days, evenings and weekends (*not to exceed 999 hours per fiscal year, July 1st thru June 30th*).

Examples of Duties and Responsibilities

Venue Monitor Responsibilities

- Setup tables and chairs for rented venues
- Breakdown tables and chairs for rented venues
- Light cleaning prior to clients arrival and after clients checkout
- Setup all AV equipment prior to client arrival
- Check clients in and out of all city venues
- Check on clients at various venues to ensure all needs are met

Venue Host Responsibilities

- Check client Into Event Center
- Be on site to help with any questions or needs during event
- Ensure all AV equipment is operating properly
- Check client out of Event Center when event is over
- Restock restrooms as need throughout event
- Take out garbage as needed throughout event
- Adjusting floor plan as needed upon clients arrival

Knowledge, Skills, and Abilities Required

Minimum knowledge of computer software usage, including Microsoft Word for Windows and Microsoft Outlook. Ability to learn and apply City policies, procedures, and organizational priorities related to programs, activities, and special events; ability to work well with

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.

volunteers, staff, contract instructors, and public; ability to communicate effectively and tactfully in both oral and written forms; ability to lift objects weighing up to 50 pounds and meet the other physical requirements necessary to perform assigned duties in a safe and effective manner.

Minimum Qualifications

- Equivalent to the completion of the 12th grade
- Must be at least 18 years old
- 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
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:
Opened Until Filled**

