

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: January 2024

Title: Event Assistant

Department: Park, Recreation, and Forestry Department

FLSA Status: Exempt

General Summary:

We are seeking enthusiastic and responsible individuals to join our team. This position does not involve planning; instead, you will be required to be present at select events and assist with various on-location tasks. To be eligible for this position, candidates must be at least 18 years old.

Reporting Responsibilities:

Under general direction of the Director of Park, Recreation, and Forestry and/or his/her designee with responsibilities for events, venue setup/clean up and light maintenance at the Bentzin Family Town Square.

Specific Accountabilities:

1. On-Site Presence - Attend designated events promptly and be present for the duration of the event.
2. Set-Up - Assist with the setup of event spaces, including arranging furniture, decorations, and any necessary equipment.
3. Serving - Provide support during events by serving refreshments, beer and/or wine, ensuring guests have what they need, and maintaining a positive and helpful attitude.
4. Clean-Up - Aid in the efficient and timely clean-up of event spaces and returning equipment to designated areas.
5. Miscellaneous On-Location Duties - Undertake various on-location tasks as required, such as directing attendees, managing queues, or assisting with any unforeseen issues.
6. Customer Service - Maintain a friendly and approachable demeanor, offering assistance to guests and addressing any concerns or inquiries.
7. Compliance - Adhere to all event guidelines and policies to ensure a safe and enjoyable experience for all attendees.
8. Assist, as needed, in general office operations of the department.

Required Knowledge, Skill and Abilities:

- Must be at least 18 years old.
- Previous experience in event assistance or customer service not necessary.
- Ability to work flexible hours, mostly evenings and weekends, based on event schedules.
- Excellent interpersonal skills.
- Physical ability to lift and carry moderately heavy objects and stand for extended periods.
- Punctuality and reliability are essential.
- Considerable knowledge of the methods and procedures involved in designing, planning, promoting, and managing the operation of City facilities as well as other recreation programs, such as sports leagues, playgrounds, fitness programs, field trips, and special events.
- Ability to establish and maintain cooperative relationships with associates, subordinates, program participants and the public.
- Ability to speak clearly, informatively and interestingly before varied size groups.
- General knowledge of computer applications.

Licenses and Certificates:

Food Manager License (Preferred)

American Red Cross CPR or American Heart Association (Preferred)

Bartender License