



Job Announcement

City of Reno, Parks Recreation and Community Services

Event Assistant II

Temporary Part Time Position – Mostly nights & weekends

Essential Functions & Tasks

Include, but are not limited to:

- Observes patron behavior and enforces policies, rules, regulations.
- Processes incident reports.
- Greets patrons and provides customer service.
- Reminds event producers/permit holders of terms of agreement and conditions of use.
- Sets up and dismantles equipment.
- Performs trash removal and light maintenance at event sites.
- Provides first aid supplies to the injured and calls EMS if needed.

Minimum Qualifications

Age:	18
Education:	High school diploma or equivalent
Licenses:	Valid driver's license
Experience:	Six months paid experience in recreation/park/event programs

Preferred Qualifications

Certifications: CPR/AED, First Aid

Some positions work a max of 17hrs per week. Other positions work up to 40 hours per week and no more than six months employment. These are Temporary Recreation Specialist II position without benefits. Pay starts at \$10.00 per hour.

A completed City of Reno Employment Application is required. Applications and the Job Description are available at Parks, Recreation and Community Services (PRCS) Administration Office, City Hall, 1 E 1st Street or at the McKinley Arts and Culture Center, 925 Riverside Drive. Employment Applications are also available at other PRCS facilities and at the city website, reno.gov.

For more information call the Parks Special Events Office at #334-2414 or the Administration Office at #334-2260.

Taking applications and filling positions through April 18, 2014