The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

Our Core Values: Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

Job Title:	Special Events Attendant
Reports To:	Programs & Special Events Manager
Classification:	Operations I
Salary Range:	$10.00 - $18.90 hourly
FLSA Status:	Part time Non-Exempt Hourly
Location:	Various locations, Jamestown, ND 58401

Job Summary: Under the general supervision of the Programs & Special Events Manager, the Programs and Special Events Attendant will provide support for special events and other task, needed to support special events or programs for JPRD. Special Events Attendants main responsibility is upholding JPRD values and ensure the physical and mental safety of all participants involved while preforming requirements of the job.

Essential Duties and Responsibilities:

- Support the planning and organizing of events, set up, tear down decorations and other items used for event.
- Make, pick up orders as needed.
- Display signage needed for event.
- Inventory supplies needed to execute special events, communicate needs to supervisor.
- Assist in event flow and trouble shoot.
- Check in guests at events and manage registrations.
- Maintain a positive attitude and work well with co-workers and the public in a professional manner.
- Handling and / or forward inquiries from potential attendees as needed.
- Communicate and develop positive rapport with vendors, sponsors and guests.
- Performs light maintenance and tasks as needed or assigned; including but not limited to cleaning, break down and clean up after events, storage spaces and Discovery Zone Trailer or other items used by Special Events department.
- Inspects facilities and grounds for maintenance or safety issues and reports them to the supervisor
- Reports all complaints and pertinent information to supervisor regarding program best practices or issues that need to be addressed
- Attend staff meetings and training as required
- Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.
- Upholds JPRD values and works to fulfill the mission of the organization.

Qualifications:

- At least 16 years of age
- Must be able to work evening and weekend hours
- Ability to safely perform all duties

Working Conditions:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants should have a flexible schedule as shifts may include nights and/or weekends.

Physical Requirements:
While performing the duties of this job, this employee is required to use fine and gross motor skills. Must sit, stand, walk, run and kneel. In addition, must be able to speak, hear and understand the English language. This employee is required to lift and/or move up to 50 pounds.

Direct Reports: None

AAP/EEO Statement:
JPRD provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Approved by:	*Amy Walters*
Date approved:	*03/18/2025*
Reviewed:	
Date:	*1/23/2025*