



APPLY NOW

City of Rocklin

PART-TIME PROGRAM ASSISTANT I/II (VENUE MONITOR)

PARKS AND RECREATION DEPARTMENT

\$12.00 per hour to \$14.61 per hour

(No Benefits)

The Position

The Program Assistant I/II (Venue Monitor) is a part-time position in 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 through June 30th*).

Examples of Duties and Responsibilities

Venue Monitor Responsibilities:

- Setup tables and chairs for rented venues
- Breakdown tables and chairs for rented venues
- Perform light cleaning prior to client's arrival and after client's checkout
- Setup all AV equipment prior to client's arrival
- Check clients in and out of all City venues
- Check on clients at various venues to ensure all needs are met
- Have the ability to perform a variety of duties as assigned

Knowledge, Skills, and Abilities Required

Have 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 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:

- Must be at least 18 years old
- Must have the equivalent to the completion of the 12th grade
- Must possess a current valid California driver license

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 Office in writing upon submittal of the application. Medical disability verification may be required prior to accommodation.

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:
Opened Until Filled**



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