



APPLY NOW

City of Rocklin

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

PARKS AND RECREATION DEPARTMENT

\$13.00 per hour to \$15.80 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 breakdown of tables and chairs for rented venues; perform light janitorial duties prior to client's arrival and after client's checkout; setup all AVA 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; and other duties as assigned. The work schedule will be based on the needs of the department; working no more than 28 hours per week, not to exceed 999 hours in a fiscal year July 1st through June 30th. The Incumbent should be available days, evenings, nights, and weekends.

Knowledge, Skills, and Abilities Required

The Incumbent should 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

Supplemental Questionnaire

Please describe how your experience qualifies you for this position.

Application Process

Applicants may [apply on-line](#) or by submitting a [hard copy employment application](#) at the address below. [Electronic submittals](#) are preferred.

*City of Rocklin - Human Resources Department
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 live scan clearance. All applicants will be notified by e-mail following the application review.

**Application Deadline:
Opened Until Filled**



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