



City of Rocklin

PART-TIME POSITIONS AVAILABLE

PROGRAM ASSISTANT I-II

PARKS & RECREATION DEPARTMENT

\$14.00 to \$17.02 per hour (DOE)

No Benefits

Application Deadline: Open Until Filled



APPLY NOW

THE POSITION

The City of Rocklin is looking for a part-time Program Assistant I or II (depending on experience) to assist the Parks and Recreation Department with recreation, venue rentals, and/or special events.

Recreation Assignments: will include a variety of tasks such as checking in field rentals; monitoring City sport fields and facilities; posting signs and handling rental permits; on-site coordination for tournaments and large field/park rentals; organizing and maintaining various files, reports, forms, and information; processing and preparing written correspondence, phone calls, and voicemails; providing exceptional customer service; and performing related duties as assigned.

Venue Rental Assignments: will include tasks such as setting up and breaking down tables and chairs; performing light janitorial duties prior to client's arrival and after client's checkout; setting up all AVA equipment prior to client's arrival; checking clients in and out of all City venues; checking on clients at various venues to ensure all needs are met; organizing and maintaining various files, reports, forms, and information; processing and preparing written correspondence, phone calls, and voicemails; providing exceptional customer service; and performing related duties as assigned.

Special Events Assignments: will require assigned employees to work on an as-needed basis at City of Rocklin-sponsored special events. Incumbents perform a variety of tasks at special events, including setup, takedown, crowd control, ticketing, exceptional customer service, and other related 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). This is a temporary at-will position and does not offer benefits.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Standard office administrative practices and procedures.
- Standard office equipment and Microsoft applications.
- Customer service principles and techniques.

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

Ability to:

- Perform a variety of general office support work.
- Operate standard office equipment and computer software, including Microsoft Word, Excel, and Outlook.
- Apply customer service techniques.
- Learn and apply City policies, procedures, and organizational priorities related to rentals, programs, activities, and special events.
- Work well with volunteers, staff, and the public.
- Communicate effectively and tactfully in both oral and written forms.
- Lift objects weighing up to 50 pounds; and meet other physical requirements necessary to perform assigned duties in a safe and effective manner.

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age
- Must have the equivalent to the completion of the 12th grade
- Must possess a current valid California Class C driver license
- Must demonstrate in your application how you meet the required knowledge and abilities

SUPPLEMENTAL QUESTIONNAIRE

1. Please identify the area(s) which you are interested in working:
 - a. Recreation
 - b. Venue Rental
 - c. Special Events

APPLICATION PROCESS

Applicants are encouraged to apply online by clicking here: [APPLY HERE](#)

A resume will not be accepted in lieu of a completed City application.

This position requires driving on behalf of the City; therefore, please obtain a DMV printout of your driving record and upload such during the application process. The DMV printout must be dated within two (2) months of your application for this recruitment.

All applicants will be notified by email following the application review.

Offers of employment are conditional upon successful completion of a pre-employment live scan clearance.

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