

SKAMANIA COUNTY JOB DESCRIPTION

TITLE: SEASONAL TEMPORARY EVENT STAFF **FLSA STATUES: Non-Exempt**
COMMUNITY EVENTS AND RECREATION **Approved: 10/18/04**
Range 7

SUMMARY

Helps with Summer events

ESSENTIAL FUNCTIONS

Assists in the setup and tear down of tents, structures, tools, equipment for events held on the fairgrounds.

Cleans restrooms before, during and after events.

Empties trash containers before, during and after events.

May assist in sales of merchandise.

Assists with signage creation and setup.

May assist with recreation camps and programs for children.

PERIPHERAL FUNCTIONS

Assists in the office by answering phones, providing community information, taking class registrations and receipting money.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge in the use of maintenance tools and equipment.

Knowledge in working with children.

Knowledge in modern technologies of organization and leadership.

Skill in organization and leadership.

Skill in the operation of maintenance tools and equipment.

Skill in how to work with children in an efficient manner.

Ability to operate standard office equipment, including computers and copiers, to develop promotional and educational materials.

Ability to relate and to work well with youth.

Ability to work with the public, volunteers, and county staff in a professional, courteous manner.

Ability to drive and safely transport students.

Ability to pass criminal history background check.

EDUCATION AND EXPERIENCE

Good Work Ethic. Prefer 18 years old but may consider younger.

LICENSE/CERTIFICATES

Valid driver's license preferred .

WORKING CONDITIONS

Work is performed approximately 35% in an office environment and approximately 65% leading indoor and outdoor programs and assisting with special events. Evening and weekend work required.

PHYSICAL REQUIREMENTS

The duties of the above position require walking, running, stooping, bending, reaching, pulling, twisting, and the ability to lift up to 40 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to walk, see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility; but, should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

It is the policy of Skamania County not to discriminate against any person with regard to race, color, national origin, sex, age, religion, physical/mental disability, creed, marital status, pregnancy and maternity, sexual orientation, gender identity, veteran status, guide dog or service animal, and genetic information or any other protected status under federal or state statute.