



JOB ANNOUNCEMENT

SPECIAL EVENTS/PROJECT ASSISTANT

THE POSITION

The City of Gunnison is seeking a qualified individual to fill a temporary Special Events/Project Assistant position.

The City of Gunnison Parks and Recreation Department is seeking a temporary Events Assistant for the summer of 2020. The Special Events/Project Assistant position is responsible for aiding in the production of Special Events throughout the City of Gunnison and helping with facility rentals for the Jorgensen Event Center. This person will be working within the City of Gunnison Parks & Recreation Department and may help with Parks projects, Community Center projects, and or programs. In addition, they will be involved in maintenance projects in and around the Jorgensen Event Center.

THE COMPENSATION AND BENEFITS

The Temporary Special Events/Project Assistant position starts at **\$14.00 per hour plus a \$.56 per hour bonus** at the end of the season and offers a free membership to the City's Community Center.

SCHEDULE

The City is seeking a fun outgoing, enthusiastic candidate that has good customer service skills. The ideal candidate will have good mechanical aptitude, computer skills, and should have a certain amount of salesmanship. The candidate must have a valid

driver's license, be able to lift 70lbs, and be able to work long shifts outdoors on their feet.

SKILLS

Work will start mid May 2020 and go through early September 2020.

- Shifts are between 7 hours and 14 hours per day totaling no more than 40 hours per week.
- Weekend and holiday work will be necessary - many of our summer events and facility rentals occur over weekends and holidays, any interested candidates need to be ready to work weekends.

HOW TO APPLY

The position will be open until filled.

Visit the City's website at www.GunnisonCO.gov/HR or the Finance Department at 201 W. Virginia Ave. to apply.

Call (970) 641-8070 for more information.