

**COMMUNITY EVENTS ASSISTANT****SUMMARY:**

Under close supervision, assists with the set-up and breakdown of special events, staffs the information and refreshment booths; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are not in any hierarchical order)*

1. Set-up and breakdown site at beginning and end of event that may include decorations/lighting.
2. Provides information to the public through staffing the information booth.
3. Staffs the refreshment booth, which includes making cash transactions for sale of refreshments.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of set-up and breakdown of community events.
- Ability to communicate effectively with the public and co-workers.
- Ability to work with community organizations and volunteers.
- Ability to work flexible hours including evenings and weekends.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed mostly in an outdoor setting. While performing the duties of this job the incumbent is frequently required to walk, sit, talk, or hear. The employee is occasionally required to stand, use repetitive motions of the wrists, hands and/or fingers, handle, feel, or operate objects, tools, or crawl. The employee is occasionally required to climb or balance, stoop, kneel, crouch, push, pull, grasp and finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving history.

**MINIMUM QUALIFICATIONS:** High school diploma or GED. No experience necessary. A valid Florida driver's license is required, or ability to obtain one upon employment.