

Special Events Aide

PURPOSE: To assist patrons and staff with assigned duties at events.

QUALIFICATIONS:

Must be 16 years of age or older.

Applicants should be responsible, mature, and patient.

Ability to work indoors and outdoors.

Ability to work with patrons of all ages.

Applicants should be self-motivated.

Applicants should possess a high energy level, excellent communication skills, and self-control.



JOB DESCRIPTION:

Complete assigned tasks by supervisor.

Maintain a safe environment for patrons.

Implement policies and procedures regarding events and facilities.

Keep basic event records.

Event Aide may work days, nights and weekends. This position is part time, limited to no more than 29 hours per week.

Additional duties may include but are not limited to: Cleaning, setup, moving heavy equipment, area supervision, equipment maintenance and promotion.

Other duties assigned by the Event Supervisor.



Applications are readily available at Yukon City Hall 500 W. Main St. or may be downloaded at www.CityofYukonOK.gov