

TITLE: Intermittent Programs and Event Support Specialist
REPORTS TO: Dripping Springs Ranch Park Assistant Manager, Dripping Springs Ranch Park Program Specialist, or Community Events Coordinator
STATUS: Part-Time, Non-Exempt
SALARY: Starts at \$15/hour

GENERAL PURPOSE

The Intermittent Programs and Event Support Specialist plays a vital role in facilitating engaging and educational experiences for young participants in our organization's programs, with a strong focus in youth programs, while also providing valuable assistance in event execution and support. This multifaceted position involves coordinating and facilitating activities, ensuring the safety and well-being of participants, and assisting in the operations of various events hosted by our organization.

SUPERVISION RECEIVED

Works under the general direction of the Dripping Springs Ranch Park Assistant Manager, Dripping Springs Ranch Park Program Specialist, or the Community Events Coordinator, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as multi-faceted program and event support for Parks and Community Services' Programs, City-Wide Special Events, City Co-Sponsored Events, other Events, and Micro Events and other programs as assigned, attending all required associated meetings.
2. Assists their supervisor and additional staff in facilitating programs and events and acts as a lead, when needed, with confidence, kindness, creativity, and enthusiasm.
3. Tends to the health and safety of participants and guests.
4. Prepares and assists in set up, production, and breakdown of events and programs.
5. Builds and maintains working relationships with participants, employees, City officials, and the general public.
6. Communicates kindly and effectively with event or venue guests, participants, and campers.
7. Exercises sound judgement always.
8. Works effectively with little supervision in a fast-paced and highly energetic environment.
9. Provides a safe environment and renders first aid if the need arises and if trained accordingly.
10. Provides general facility daily maintenance assistance for the Event Center, including cleaning restrooms, common areas, and picking up and disposing of litter when necessary or required.
11. Maintains confidentiality.

12. Assists in the organization, coordination, and administrative duties related to Event Center special events.
13. Receives and delegates general complaints. Uses independent judgment in handling general complaints with a high standard of customer service as primary motivator.
14. Receives payments and follows correct payment processing, cash handling, and accounting procedures. Reconciling daily business transactions at the end of every day as needed.
15. Coordinates and implements park, recreation, and community programs and event's systems, policies, and procedures ensuring that programs and events are meeting and/or exceeding industry standards.
16. Performs other tasks and duties as assigned.

EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Education: Some High School education or equivalent. No work experience necessary.

1. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
2. Ability to work independently and exercise good judgment.
3. For special events and programs, standard First Aid and C.P.R. certifications desirable but not required. For Youth Programming, applicants must have a valid Adult/Pediatric CPR, First Aid, and AED certification prior to start date (certification class will be provided during training).
4. All staff are required to attend training pertinent to the position(s) they are filling.

TOOLS AND EQUIPMENT USED

General maintenance equipment, basic cleaning equipment, program supplies, athletic equipment, utility vehicles (if applicable), phone, calculator, city issued computer, printer, and related software. Employee shall be familiar with CivicRec or shall be willing to be trained upon employment. Must have a reliable form of transportation or possess a valid Class C Texas Driver's License, clean driving record and working vehicle.

SPECIAL REQUIREMENTS

1. Must have a valid state driver's license or other valid form of ID.
2. Preferred minimum age of 15 years old. Must be 16 years old for cash handling positions.
3. While performing the duties of this job, the employee is frequently required to sit, stand, communicate, use hands, and reach with hands and arms.
4. The employee must occasionally carry, lift, hold, push and/or pull up to 25 pounds of supplies or equipment.
5. Must be available for paid training for Programs and/or Special Events.
6. Must enjoy working with all ages in an outdoor environment.

7. Must have reliable transportation.

WORK ENVIRONMENT

This position is performed in an indoor and outdoor environment in all weather conditions. Employee must have the mobility to move to and from various points within the city. Employee must be able to speak, read, and write proficiently in English with guests, customers, staff, and city residents. Staff must be comfortable with being hot and in the outdoors. Our camps involve hikes daily over uneven terrain. This position may be required to perform other department related duties.

WORK HOURS

This is a part-time, non-exempt, temporary position. Core work hours will be set by the DSRP Assistant Manager, DSRP Program Specialist, or Community Events Coordinator. This position includes weekend hours, evening and night hours, and Holiday hours as assigned year-round and shares the responsibility for staffing programs and events. Any time off must be submitted and approved by the direct supervisor. This position is non-exempt and eligible for overtime pursuant to the needs of the City if the employee works more than forty (40) hours in a seven (7) day work period. Part-time staff are scheduled for up to 1000 hours per year. Any overtime hours performed must be preapproved by the direct supervisor .

SALARY

Pay starts at \$15.00 hourly. Salary is commensurate with the position. Pay days are every other Friday, or as otherwise determined by the “City of Dripping Springs Personnel Manual.”

BENEFITS

As a seasonal employee, the employee shall not be eligible for benefits. Benefits shall be in accordance with those outlined in the “City of Dripping Springs Personnel Manual,” as may be modified by the employee’s offer letter and subsequent revisions to the Manual.

EQUAL OPPORTUNITY EMPLOYER

The City’s employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership, or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact City Administrator Michelle Fischer at (512) 858-4725.

TO APPLY

Please complete a City of Dripping Springs employment application and submit it to the DSRP Program Coordinator, Caylie Houchin by email to chouchin@cityofdrippingsprings.com, mailing to PO Box 384, Dripping Springs, TX 78620, or delivering to 511 Mercer Street, Dripping Springs, TX 78620.

***Please note:** This Position Description is not a contract and shall not be construed to alter an employee’s at-will relationship. The terms and conditions of any employee’s position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee’s Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee’s Offer Letter, the most specific term or condition of employment shall govern.*