



JOB OPENING

JOB TITLE	Special Events Leader
POSTING DATE	October 22, 2024
DEPARTMENT/DIVISION	Special Services/HAWK
EMPLOYMENT STATUS	Temporary / Part-Time
START DATE & WORK SCHEDULE	ASAP Hours may vary depending on the event schedule, including evenings and weekends
PAY RATE	\$11.50 - \$13.00 per hour
PREVIOUS WORK EXPERIENCE	Experience working with the public. Education classes or experience in camp, youth programs, recreation, working with children, or in a related field preferred.
EDUCATION:	High School graduate. Some college experience is preferred. College students majoring in education, recreation or related fields preferred.
SPECIAL SKILLS & TRAINING	Superior customer service skills. Upon hire, completion of First Aid and CPR certification is required. Strong situational awareness, self-motivation, teamwork, organizational, and communication skills required. While performing the duties of the job the employee is required to stand, sit, kneel, walk, talk, see, hear, and use hands or fingers to handle objects and reach with hands and arms. The employee lifts and/or moves up to 30 pounds.
BASIC RESPONSIBILITIES	This position will provide operational functions before, during, and after programs and events. Assist with site set-up and take down, registration, food handling, various activities, and other roles as assigned. Keep accurate inventory of supplies before and after events and programs. Interact directly with participants, volunteers, Event Aides, Coordinators and Supervisors.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER