



Forest Preserve District of DuPage County
JOB DESCRIPTION

Job Title: Seasonal Event Attendant

Job Code: 001EA

Business Unit: Community Services and Education

FLSA Status: Non-Exempt

Manager Title: Manager of Site Operations

Last Date Reviewed: May 19, 2017

Job Purpose

This position assists District staff and volunteers in the coordination and execution of events, ensuring a positive and safe experience to the public.

Essential Duties and Responsibilities

- Assist in overseeing functions and activities related to events and programs
- Set up for events and programs, register and/or check-in visitors or volunteers, and clean up after events and programs
- Inspect event areas to ensure they are clean and safe for use
- Communicate with the customer/public to ensure satisfaction of their facility event experience
- Document event details for inclusion in various reports and to aid in the development of facility programs
- Provide additional services to facilitate successful events/facility operations including driving tractor and other vehicles, and maintenance
- Perform other duties as required

Education and Experience Required

Additional Information: Must be 18 years of age or older at time of hire.

Hours: May - October; Wednesday – Sunday (hours/days vary and will include weekends and holidays).

Related Experience: Experience in event coordination or planning.

Special training or other license, certification, etc.: CPR/1st Aid; must have a valid Driver's License.

Skills In: Dealing effectively with the public; communicating effectively, verbally and in writing; interpreting rules and regulations; and keeping neat and accurate records.

Onboarding/Training Requirements: Criminal Background Check
Driver's License Check
Mandated Reporter – Abused and Neglected Child Reporting
National Sex Offender Registry Check
Youth Protection Standards Training
CPR/1st Aid Training

Working Environment and Physical Effort Required

Physical Demands (Indicate the amount of time spent performing the following activities.)

Activity	None	Under 30%	30% to 60%	Over 60%
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

Check the highest work level required to perform related to lifting or pulling/pushing

	Sedentary		Light		Medium		Heavy		Very Heavy	
Maximums	10 lbs.		20 lbs.		50 lbs.	X	100 lbs.		Over 100 lbs.	
Frequency	Small		10 lbs.	X	25 lbs.		50 lbs.		Over 50 lbs.	

Describe below the specific duties that require the physical demands checked above.

	Work is primarily sedentary in nature.
X	Other (describe)
Describe:	Event set-up and clean-up require moving large tables and stacks of chairs. Events may occur outdoors in all types of weather conditions.

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

	Not Applicable
X	Other (describe)
Describe:	Eye protection and gloves

Disclaimer: This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.