

CITY OF HILLSBORO
invites applications for the position of:



Lightopia - Special Event Aides - Multiple Openings

SALARY: \$15.05 Hourly

OPENING DATE: 11/24/22

CLOSING DATE: Continuous

THE POSITION:



Pay: \$15.05 per hour Part-time, limited duration non-exempt position.

This position is open until filled. The duration of these positions are limited to the event timeline – December 3 - 31, 2022.

Hiring a workforce that reflects the diverse community we serve is essential to delivering exceptional City services and programs. The City of Hillsboro is committed to creating and supporting an inclusive and welcoming environment for all employees to thrive. We value, respect, and empower employees as unique individuals with authentic voices and diverse ideas.

The City of Hillsboro Parks & Recreation Department is bringing an outdoor, drive-thru light display - called Lightopia - to Hillsboro from beginning of December 9 -31, 2021. We are currently seeking interested individuals to join our event and operations team. Hillsboro's Parks & Recreation Department is actively engaged in special events and services that represent our diverse community. We welcome applications from all ages, cultures, abilities, and gender identities.

The principal function of the Lightopia Event Aide is to participate with the Special Events Team to provide day-of-event support for Lightopia. The work is performed under the supervision and direction of an assigned supervisor, but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class

establish and maintain effective working relationships with the assigned supervisor, co-workers, event attendees, and the general public. The principal duties of this class are performed in an outdoor recreational environment.

EXAMPLES OF ESSENTIAL WORK:

DUTIES:

- Participates with the Special Events Supervisor, Special Events Coordinator, and Lightopia Manager to provide day-of-event support for Lightopia;
- Ensures that safety and security procedures are followed by attendees, including learning safety and security procedures, monitoring and reminding attendees to follow safety procedures, and advising Lightopia Manager when safety procedures are not adhered to;
- Enforces Department rules and regulations, including learning Department rules and regulations, ensuring that attendees are following the rules and regulations, and advising Lightopia Manager when participants are not following the rules and regulations;
- Assists with a variety of facility and event functions such as event setup/breakdown, registration, greeting the public, collection of toy drive & food drive items, event giveaway distribution, and some traffic control;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to attendee questions and comments in a courteous, professional, and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of event operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

PLEASE NOTE:

- Must have the ability to attend work on a regular, predictable basis as scheduled.
- Must be able to work nights and weekends.
- This position requires standing for prolonged periods of time in unpredictable weather conditions and intermittent lifting of up to 30-lbs.
- Understand that the majority of time working in this position will be outdoors; proper attire such as jackets, hats, and gloves will be provided.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Some High School; and
- Some experience in recreation, sports, and arts and crafts; or
- **Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.**

ADDITIONAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE, IN PERSON OR BY FAX
AT:
<http://www.Hillsboro-Oregon.gov>

Position #2023-79
LIGHTOPIA - SPECIAL EVENT AIDES - MULTIPLE OPENINGS
OU

OUR OFFICE IS LOCATED AT:
150 East Main St.
Hillsboro, OR 97123
503-681-6455

HumanResources@hillsboro-oregon.gov

An Equal Opportunity Employer

Lightopia - Special Event Aides - Multiple Openings Supplemental Questionnaire

- * 1. Please prepare responses to each of the following items. Provide as much detail as you believe will fully describe your experience and training. Applications without supplemental responses will not be considered. Do you understand these requirements?

- * 2. Briefly describe any experience you may have supporting special events. If you do not have any direct special event experience, please share any other work experience you may have that will help you be successful supporting this event.

- * Required Question