

Special Events Attendant

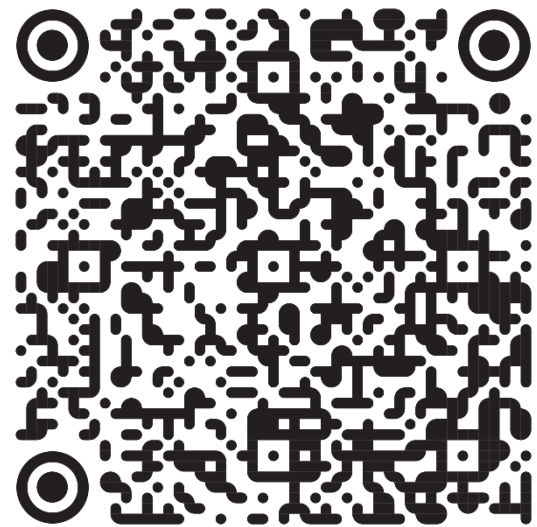
\$18.00 - \$20.26 /hour DOQ

Ongoing, Open Recruitment

About the Position

Special Events Attendants work in the formal Suisun City classification of Recreation Specialist I. Starting hourly rate will depend on qualifications. This position works on average 19 hours per week.

The Position: Special Events Attendants work behind the scenes making all Recreation and Community Services excel! This job entails interacting with the public and vendors participating in recreation and community activities, facilitating crafts, games, and sports; participant check-in, reception duties and cash handling; assisting with large equipment (stage and booth) set-up, take down and housekeeping; opening and closing facilities. As experience is gained, may provide administrative and onsite program support; assisting with training, leading, scheduling and directing staff; organizing and directing event activities; preparing written and verbal reports and correspondence which may include drafting advertisements and social media posts. We're looking for highly motivated people with a customer service orientation who genuinely enjoy helping others and who are flexible problem-solvers.



Minimum Qualifications

Education/Training: Current high school students are eligible to apply. Must be at least 16 years old, in good standing and have a valid work permit. High school diploma and some college-level coursework in Recreation, Physical Education, Early Childhood Education, or a closely related field are desirable.

Experience: No experience required. Some experience or participation in recreation or sports programs, cash handling, or working with youth programs is desirable.

License or Certificate: Possession of a California Class C driver's license and the ability to obtain a CPR, First Aid and AED certificate may be required.



RECREATION, PARKS, & MARINA DEPARTMENT
SUISUN CITY, CA

Opened July 23, 2025



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