

Code: 4097
Health and Welfare Service
Medical and Social Service Group
Summer Program Series

CLASS TITLE: Seasonal Program Worker

CHARACTERISTICS OF THE CLASS: Under supervision, the class performs a variety of programmatic and administrative duties related to city sponsored summer programs and activities; and performs related duties as required.

ESSENTIAL DUTIES: Participates in and oversees vendors engaged in the set-up, operation and clean-up of special events and activities; resolves or refers for handling concerns and problems raised by vendors regarding space or resource needs; assists in monitoring the effectiveness of program activities and vendor services; ensures the proper storage and adequate levels of program supplies and equipment; reviews and processes forms and applications for programs and services; updates and maintains databases of program data and prepares reports on program activities; distributes informational brochures and responds to inquiries from the general public and program participants.

RELATED DUTIES: May complete checklists to monitor compliance with program requirements; may serve as liaison to operating departments and community agencies in promoting upcoming events.

MINIMUM QUALIFICATIONS:

Training and Experience. Six months of experience involving public contact work, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of city programs and events. Knowledge of programmatic and administrative procedures and practices. Knowledge of spreadsheet and database software.

Ability to follow oral and written instructions. Ability to deal courteously with the general public and private vendors.

Skill in monitoring program operations and vendor services. Good oral and written communication skills.

Physical Requirements. Ability to occasionally lift and carry supplies and equipment weighing up to twenty pounds.

Working Conditions. Inside: General office environment. Outside: Unavoidable exposure to inclement weather conditions or extreme temperatures.

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Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

August, 2005
City of Chicago
Department of Personnel