



## **ALLENTOWN PARKING AUTHORITY**

### **Events Supervisor**

This Part-Time position reports directly to the Events Manager  
This is a management position, responsible for supervising and training the event staff.  
Also, participates in the hiring and scheduling of event staff.

#### **REQUIREMENTS**

- Qualified applicant must have the following certification: PA ACT 235
- Previous management experience or demonstrated potential
- Work experience with public contact
- Must have a high school diploma/GED
- Be able to ride a bike safely in a city environment
- Possession of valid PA driver's license
- Must have knowledge and experience with Microsoft Outlook, Excel, and Word

#### **JOB DESCRIPTION**

**The Events Supervisor is required to work a rotating schedule that includes nights, weekends and holidays. Help to prepare for upcoming events, attend meetings when necessary.**

