

**STATE OF WISCONSIN
LIMITED TERM EMPLOYMENT
POSITION STANDARD**

SPECIAL ACTIVITIES HELPER

I. DEFINITION

Under supervision, perform special, limited duties in connection with athletic, gymnastic or other leisure/recreational events. May also assist with museum exhibitions, theatrical and musical productions, lectures, etc., as assigned. May perform limited record keeping activities in conjunction with other duties.

II. EXAMPLES OF WORK PERFORMED

Within the State Fair Park:

Assist with ticket sales, art and/or other exhibits for the State Fair and other events. Function as information booth assistant. May provide security by patrolling grounds and reporting incidents to authorities. Serve as "mascot" for the State Fair.

On a University Campus:

Assist with ticket sales and/or ushering at games or other special events. Opens and closes buildings before and after activities. Patrols the area of activity. Assist in setting up and taking down exhibitions, chairs, and other equipment used in an event. Set up audio visual equipment to assist with special events/reservations.

Within a state institution for the developmentally disabled:

Assist permanent staff in providing the necessary oversight to residents/clients engaged in leisure and recreational activities such as trips to fairs, parades, circuses, camping, swimming, dances, etc. Records resident activity participation and progress.

At the State Historical Society:

At visitor center sites, assist staff in the areas of customer service, cashier operations, money-handling and back-up operations, or may guide other temporary staff in any of the above duties or similar duties.

III. QUALIFICATIONS

The qualifications required for a position in this Limited Term Employment classification will be determined at the time of recruitment and will be job related based on an analysis of the minimum knowledges and skills required to perform the work.