

POSITION TITLE: Recreation Coordinator
DEPARTMENT: Parks & Recreation
FLSA STATUS: Non-Exempt
SALARY GRADE: F
REPRESENTATION: None

GENERAL POSITION SUMMARY:

This position is responsible for producing community events from conception to completion. Work requires limited supervision and the use of independent judgment. The Recreation Coordinator is responsible for providing outstanding customer service and organizing events that meet quality expectations.

ESSENTIAL JOB FUNCTIONS:

- Responsible for staff and volunteers regarding all the logistics for set-up and the execution of city events in order to meet the objective and goals of city council.
- Participates in the development of event budgets, and responsible for managing programs/activities within the budgetary parameters.
- Coordinating fundraising efforts, including but not limited to soliciting donations, sponsorships, and prizes for events.
- Initiating and/or participating in all efforts to publicize the events and promotions.
- Responsible by preparing promotional ads and articles for local and statewide media.
- Design posters, fliers, displays, and other public relations releases.
- Develop and monitor event timelines and ensure deadlines are met.
- Coordinate technical needs of events including but not limited to administering contracts, purchasing materials, obtaining permits, arranging security, parking, & soliciting vendors.
- Develop event site layout to promote good participant circulation and meet safety needs.
- Work closely with Police, Fire and other city departments to coordinate event needs.
- Work closely with other agencies, employees, volunteers, and citizen groups to coordinate the work activities at events.
- Develop and enhance working relationship with various organizations, non-profit groups, service clubs, and businesses to facilitate more community participation and highly successful events.
- Collaborate, assist, and lead various recreational activities, programs, and trips in coordination with the Parks & Recreation Department.
- Act as backup for driver for any program needs for Parks & Recreation Department.
- Perform other duties as required.
- Establish and maintain positive working relations with coworkers, citizens, and the general public.

JOB SPECIFICATIONS:

Bachelor's degree in parks and recreation, special event management, public relations, marketing or a related field and one (1) year of experience in event coordination and/or meeting planning; or an equivalent combination of education, training and experience sufficient to successfully perform the essential duties of the job.

Mandatory Requirements:

- Ability to work independently on assigned tasks and to make decisions with minimal supervision by prioritizing and organizing tasks.
- Provides superior quality customer service to ensure each customer is treated with dignity, respect and patience.
- Excellent interpersonal, oral and written communication skills with the ability to exercise good judgment, courtesy, and tact in public contact and handling problems.
- Ability to work as a team member with a diverse group of people.
- Ability to adapt to a rapidly changing environment and individual customer needs.
- Effective problem-solving skills.
- Strong organizational skills, interpersonal communication, and professional demeanor.

Necessary Knowledge, Skills and Abilities:

- Skilled in prioritizing, organizing, and managing multiple simultaneous projects.
- Considerable knowledge of effective planning, scheduling and event management techniques and procedures; effective public information dissemination principles and techniques.
- Working knowledge of applicable city, county and state rules, regulations, procedures, and functions regarding all aspects of event management.
- Ability to: maintain accurate records and prepare reports; follow complex oral and written instructions; explain rules, regulations, and processes etc. in a clear and concise manner.

Special Requirements/Licenses:

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Ability to obtain and maintain a Ride Connection Driver Approval.
- Cardiopulmonary resuscitation (CPR)/AED/First Aid certification within sixty (60) days of hire.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record (if required for the position).

SUPERVISION RECEIVED:

Works under the direction of the Community/Senior Center Manager.

SUPERVISORY RESPONSIBILITIES:

This position supervises volunteers and directs some work of part-time staff at events.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Required to sit, stand, and walk, use hands to manipulate, handle, or feel and reach with hands and arms.
- Regularly exposed to outside weather condition. Ability to function with temperature and weather variations.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Pushing, pulling, bending, crouching, or stretching ability adequate to properly secure mobility devices on and off assigned vehicles.
- Must be physically able to assist passengers in and out of vehicle.
- Frequently performs lifting, pushing, and/or pulling which does not exceed 50 pounds.
- Occasionally required to lift items from below the knees or above the shoulders; ability to move and/or lift 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting in well-lighted, temperature-controlled office environment.
- Work is intermittently performed in the outdoor work environment, travel from site to site, exposure to noise, smoke, fumes, and gases.
- May be exposed to heights, loud noises, fumes, dust and other odors.
- May work evenings, weekends, or other irregular hours based on events.

TOOLS AND EQUIPMENT USED:

14-passenger cut-away van; 14-passenger Ford Econoline van; and smaller transit vehicles as required.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Rochelle Anderholm-Parsch

Parks & Recreation Director

Adopted: 10/14/2017 Revised: 12/27/2017, 8/2020, 6/2022

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date