



PROGRAMS/EVENTS COORDINATOR

Department: Parks & Recreation

FLSA: Non-exempt

Reports to: Parks and Recreation Director

GENERAL DESCRIPTION

Work is performed under limited supervision. Provide responsible and professional developing, planning, implementation and supervision in programming, promotion and alternative funding. Employee will be responsible for developing new recreational and arts and culture programs, alternative sources of funding through grants, private donations and promotional materials. Employee is also responsible for coordinating and ensuring friendly customer service is delivered to all guests. Individual must exercise considerable tact and courtesy in frequent contact with the public. Supervision is provided over a small number of part-time, seasonal employees and volunteers as relevant. Work will reviewed by the Director through submitted reports, the analysis of work achieved, through observation and periodic meetings.

ESSENTIAL JOB FUNCTIONS

Develops, implements, plans, organizes and promotes recreation programs for all groups of citizens, including but not limited to exercise, arts and culture, social recreation and games, festivals/special events and summer camps

Works with appropriate officials and individuals to determine programming needs and desires of citizen clientele

Recruits program leadership to include instructors, performers, commissioners and others

Review all class proposals and select independent contractors/instructors through a uniform process that is fair and equitable

Negotiate pay rates or contracts with instructors, performers, etc. and ensure that they meet the proper requirements and complete the appropriate paperwork

Monitors programs in progress; evaluates programs for program effectiveness; implements needed changes

Compile and maintains program reports. Track revenue and expenditures. Prepares and monitors program budgets

Establishes cooperative programs with other agencies, departments, outside groups and organizations

Opens and closes facilities and collect and account for various recreation fees for program admissions, facility use and products and services

Prepares contracts and event cost estimates quoting established rates for facility rentals, equipment and services. Meet with individuals/groups to determine user's needs and explain facility capabilities and policies

Provides information to the public about programs and facilities; answer questions regarding cancellations, refunds, transfers, etc; investigates and responds to complaints all while providing 100% customer excellence

Develop and distribute promotional materials for new and existing parks and recreational programs and rental facilities through use of various marketing tools such as but not limited to, media communications, brochures, press releases, internet, associations and community groups, public contacts and citizen outreach

Represents the Parks & Recreation Department on interagency councils and committees and community agencies both public and private

Responsible for the day to day supervision of part-time paid and volunteer staff to include evaluation of performance and disciplinary actions

Develop volunteer resource base for special events and programs

Assist Parks and Recreation Director in creating policies and procedures for the parks and recreation program

Responsible for use, care and maintenance of recreation supplies and equipment for the program area

Performs and operates equipment in a safe manner and reports any unsafe work conditions to Parks & Recreation Director

May be required to report to work to serve customers during emergency conditions

May be assigned to report at a different time and location and perform different or related duties as necessary

Must be able to work a flexible work schedule, which includes evening hours, weekends and holidays

Practices continuous learning through individual studies, classroom training, seminars and conferences

Operate front desk duties in the absence of part-time staff, collects and accounts for various recreation and program fees

Assist Athletic Coordinator, Special Events Coordinator, and Park Maintenance Supervisor as needed, and other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the principles and practices of public recreation and program theory, philosophy, objectives and practices; ability to plan, coordinate and monitor the works of others; ability to determine

community needs and develop programs and events to meet these needs; ability to prepare cost estimates, determine and coordinate supplies and equipment for special activities; ability to communicate effectively orally and written; ability to safely and efficiently operate a motor vehicle; ability to maintain records and prepare reports; Must possess excellent interpersonal and customer service skills

EDUCATION AND EXPERIENCE

Bachelor’s degree from an accredited college or university in Recreation Administration, Physical Education or Sports Management and three to five years of experience in sports management operations for a recreational facility preferably in a governmental recreational agency

SPECIAL REQUIREMENTS

Must have either a valid North Carolina or South Carolina’s driver’s license and be able to maintain a safe driving record

Must obtain if do not currently possess a First Aid and CPR Certification within six months of employment

PHYSICAL REQUIREMENTS

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects

Must possess visual acuity necessary to prepare and analyze data and figures; operate a computer terminal; perform extensive reading; and use measurement devices

Must be able to work in environmental conditions that require both inside and outside work

Must be able to work in conditions that are subject to contact with potentially infectious bodily fluids

Signed: _____

Print Name: _____

Date: _____