



JOB DESCRIPTION

JOB TITLE:	Special Events Coordinator (Temporary/Seasonal)		
DEPARTMENT:	Parks and Recreation	DIVISION:	
REPORTS TO:	Parks and Recreation Department Director		
SUPERVISES:	Seasonal Special Events Personnel		
FLSA STATUS:	Non-Exempt	EFFECTIVE DATE:	1/1/2020

POSITION SUMMARY

Under limited direction, this position performs intermediate work planning, organizing, coordinating and budgeting for special programs and events at the Cullen Hockey Center (dry floor for 1 rink), determining program needs, maintaining liaisons and contacts, maintaining records and files, and related work as required. This position is year-round at 20 hours per week including evenings, and weekends. This position is responsible for events and programs during the months of April-September annually. This position exercises general supervision over seasonal and temporary staff as assigned.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Plans, develops, budgets and coordinates a variety of special events at the Cullen Hockey Center in the arena after ice is removed; coordinates planning meetings to ensure successful events. Event timeframe of April-September.
- Develops, plans, organizes, supervises, implements and evaluates various recreational activities and programs for youth and adults.
- Researches and follow up with potential sales leads and events
- Solicits and obtains event sponsors, business participants and volunteers.
- Coordinates media and promotions for special events and recreation programs; designs, plans and approves advertisements, brochures and displays; writes press releases and magazine articles.
- Takes photos and maintains photo library for departments, parks and facilities.
- Hires, trains, supervises and evaluates temporary and seasonal staff.
- Performs other duties as requested.

Access to Not Public Data: This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Supervisory Position: Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, and adjustment of grievances of subordinate personnel.

MIMIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- Bachelor's degree in recreation, physical education, communications, human services, or related field
- Graduate student in related field preferred

Training, Certificates, and Licenses

- Valid driver's license

KNOWLEDGE, SKILLS, and ABILITIES

Thorough knowledge of the principles, techniques, operating procedures, materials and equipment required for various special events and recreation programs; ability to plan and supervise the work of subordinates; ability to prepare administrative reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with community officials, businesses, government agencies, volunteers, program participants, media, associates and the general public.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires standing, frequently requires sitting, speaking or hearing, reaching with hands and arms and repetitive motions and occasionally requires walking, using hands to finger, handle or feel and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

NOTICE

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Director

Date