# PART TIME EVENT COORDINATOR

# JOB DESCRIPTION

General Statement of Duties: This position is responsible for the coordination of community-wide programs and events at various locations throughout the city. Work is performed under the supervision of the Director of Parks and Recreation, Assistant Director of Parks and Recreation or their designee.

Essential Duties and Responsibilities:

* Plan, supervise and coordinate events, programs and activities from start to finish.
* Perform tasks as necessary in relation to events, programs and activities.
* Coordinate and assist with event setup, breakdown and clean-up.
* Coordinate and collaborate with departments as necessary for day of event logistics and problem solving.
* Creates a budget and stays within budget limits allotted for events and programs.
* Responsible for obtaining supplies and equipment as needed for events, programs and activities.
* Prepare information and reports as required for planning and budget purposes.
* Maintain accurate program, activity and equipment records.
* Responsible for keeping abreast of community needs and current trends in the recreation area to ensure the delivery of quality customer service for program and activity participants and guests
* Work with community organizations, groups and citizens to promote recreation programs and events
* Responsible for interaction with participants, families and staff members in a positive, professional and friendly manner to ensure a high level of customer service and delivery of quality recreation programs and events.
* Responsible for working with vendors to ensure proper contracts are in order for services
* Inspect and prepare facilities, outdoor areas, and equipment etc. for planned programs and events.
* Responsible for recruitment, coordination and scheduling of staff and volunteers assigned programs and events
* Executes policies and procedures professionally and accurately.
* Communicates professionally all information verbally and in writing.
* Provide reports verbally and in writing for events, programs and activities.
* Answer telephone and assist visitors with information. Be knowledgeable of programs and activities offered by the Recreation Department.
* Verify buildings are secure at the end of the event.
* Responsible for completing all tasks assigned.
* Perform all related work as required.

# The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

MINIMUM REQUIREMENTS:

* + High School Graduate or G.E.D.
  + Legally employable in the United States
  + 18 years of age or older
  + Ability to pass written examination, physical with drug screen, physical skills and agility test and fingerprint/ criminal history/driving record check
  + Valid State of MI Driver’s License

Part Time Event Coordinator

Job Description

Page 2

# SPECIFICATIONS: KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

* + An outgoing individual who works well with others and represents the organization in a positive way.
  + Excellent communication, interpersonal, organizational and multi-tasking skills.
  + Ability to understand and follow both written and oral instructions.
  + Ability to organize information and create reports.
  + Ability to work in a fast pace, high stress level environment.
  + Ability to self-manage and align work requirements to achieve a specific deadline.
  + Tact in dealing with the public and fellow employees.
  + Considerable knowledge of computer software including but not limited to Microsoft Office.
  + Ability to work a flexible work schedule with varying hours including evenings and weekends.
  + Ability to lift and carry a minimum of 50 pounds.
  + Ability to work indoors and outdoors.
  + Ability to stoop, bend, etc.
  + Ability to perform manual labor.

PHYSICAL AND ENVIRONMENT CHARACTERISTICS:

Work may be performed in a recreational/ice arena facility, outside or in an office work setting. This position can involve sitting, standing, walking, running, stooping, lifting, carrying, pushing, pulling.

Degree of physical demands (strength) usually associated with the essential functions of this classification:

Type of physical demands usually associated with this classification:

Regularly use hands and fingers to handle, control or feel objects.

Squatting, stooping, bending, walking, sitting

Hearing - Perceiving nature of sounds by ear.

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

1. Acuity, far - Clarity of vision at 20 feet or more.

b. Acuity, near - Clarity of vision at 20 inches or less.

c. Depth Perception - Three dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

d. Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.

e. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.

f. Color Vision - Ability to identify *and* distinguish colors.

Part Time Event Coordinator

Job Description

Page 3

Environmental Conditions (Physical Surrounding) usually associated with this classification:

The Worker is subject to inside and outside environmental conditions.

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Processing Information – Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or date.

Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Performing for or working directly with the public – Performing for people or dealing directly with the public.

Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish your work.

Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.