

SPECIAL PROGRAM AND EVENTS COORDINATOR

General Definition of Work:

FLSA Status: Non-Exempt

Performs intermediate technical and professional work in the planning, developing, coordinating special programs and events; does related work as required. Work is performed under the regular supervision of the Director of Parks and Recreation or designated supervisor.

Essential Functions/Typical Tasks:

Planning, developing, scheduling, and implementing special events and programs and activities for special populations and citizens; preparing reports regarding new and existing programs and events; promoting programs.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, develops and coordinates a variety of community programs, festivals, sports and special events for citizens of all ages.
- Determines program and event, selects location and orders supplies.
- Coordinates and assists with ongoing and repeating events, tournaments, etc..
- Represents recreation department on a variety of committees, associations and task forces.
- Promotes programs and events via fliers, news media and schools; coordinates advertising for the department.
- Solicits and obtains program and event sponsors for fundraising purposes.
- Secures and trains volunteers for events and programs; Researches current recreational trends.
- Works with Director on the implementation of evaluations for activities, facilities and programs.
- Assists outside agencies and organizations with event coordination.
- Prepares and implements section budget.
- Co-manages the department social media functions.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of therapeutic recreation principles, practices, and procedures in the special area to which assigned; thorough knowledge of the philosophies, principles and practices of professional recreation or cultural work; thorough knowledge of first aid methods and safety precautions used in recreational work; ability to efficiently schedule and coordinate use of recreational facilities; ability to interact, instruct and negotiate with volunteers, participants, prospective sponsors and other city staff; ability to record, interpret and analyze event evaluations and surveys; ability to prepare reports; ability to communicate effectively, both orally and in writing; ability to effectively use a variety of standard office equipment, including a computer; ability to establish and maintain effective working relationships with associates, activity participants and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in parks and recreation management or related field and considerable professional experience in community or group recreational activities.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, reaching, standing, walking, fingering, grasping, and repetitive motions; 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; visual acuity is required for color perception, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Certified Parks & Recreation Professional (CPRP) preferred. Must work nights, weekends, and holidays as required. Must possess or be able to obtain First Aid and CPR certification within first six (6) months of employment.
