

## SPECIAL PROJECTS COORDINATOR

### **General Definition of Work:**

*FLSA Status: Non-Exempt*

Performs intermediate professional and administrative work handling a variety of tasks, including but not limited to coordination of special projects and related office operations in the Parks and Recreation Department as assigned by the Director of Parks and Recreation. Performs related work as required. Work is performed under the general supervision of the Director of Parks and Recreation.

### **Essential Functions/Typical Tasks:**

**Planning, organizing and coordinating assignments which involve program specific operations and administrative services; maintaining official records and files; preparing reports.**

*(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.)*

- Collects, compiles, evaluates, and reports department-specific program or administrative information;
- Organizes work processes and coordinates work, as assigned, through the department;
- Monitors compliance of various internal and external programs, projects, and policies including but not limited to grant programs, special contracts, special events, and special projects.
- Monitors program compliance in areas such as department marketing, ADA standards, and department standards of operations, as adopted through the NRPA/CAPRA accreditation standards;
- Conducts research and analysis requiring data compilation; analyzes information and makes recommendations;
- Prepares monthly and annual reports;
- Reviews and processes tree requests;
- Works as staff liaison to the Appearance Commission;
- Assists with other department programs and special events as required;
- Performs related tasks as assigned.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of research methods and techniques, report preparation and presentation; ability to research and collect data; ability to maintain detailed records and prepare accurate reports; ability to make decisions and exercise resourcefulness in resolving problems; ability to communicate effectively both orally and in written form; ability to deal with public relations problems courteously and tactfully; ability to instruct recreation activities; ability to adhere to and enforce rules and regulations; ability to use a variety of standard office equipment, including a computer; ability to establish and maintain effective working relationships with associates 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 administration, public administration, or related field and considerable experience working in local government or non-profit agencies.

### **Physical Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise.

### **Special Requirements:**

Possession of an appropriate driver's license valid in the state of North Carolina; Possession of First Aid/CPR certification must be obtained within the initial six (6) months of employment. Certified Park and Recreation Professional (CPRP) is preferred, with the ability to obtain certification within the first year of employment.

# Jennifer Leigh Games

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## Skills/Capabilities Profile:

Dependable	Resourceful	Trust Worthy
Hard Worker	Quick Learner	Creative

## Education:

East Carolina University Greenville, NC May 2016  
Bachelor of Science in Recreation and Park Management  
Concentration: Recreation and Sports Leadership  
GPA: 3.7  
Honors: Ambassador for Human and Health Performance (Fall 2014), Marshal for Human and Health Performance (Spring 2014)  
Study Abroad to Australia and New Zealand with Human and Health Performance (Summer 2015)

## Certification/Special Training:

CPR/First Aid Certified	Expired Certification Date: 1/31/20
AFAA Certified Group Exercise Instructor	Expired Certification Date: 4/21/21
AFAA Certified Personal Trainer	Expired Certification Date: 2/16/20
Crowd Manager Training	Expired Certification Date: 4/16/22
Training, Dark Into Light	10/10/16
Supervisor Training	2017-2018
FEMA - Introduction to Incident Command System, ICS-100	11/5/19

## Relevant Experience:

Camp Sea Gull and Camp Seafarer <i>Camp Counselor on Horseback Riding Staff</i> <ul style="list-style-type: none"><li>Assisted with care and training of horses</li><li>Planned and implemented horseback riding lessons for camper, ages 7-16</li><li>Enhanced time management and problem solving skills</li></ul>	Arapahoe, NC	March 2012-August 2014
Wintergreen Primary Elementary School <i>Programmer</i> <ul style="list-style-type: none"><li>Planned and executed a field day for the after school program.</li><li>Gained experience working with elementary school students</li></ul>	Greenville, NC	January 2014-April 2014
Vagabond Cruise <i>Intern/Deck Hand</i> <ul style="list-style-type: none"><li>Gained customer service experience while in ticketing office</li><li>Assist on all vessels as a deck hand</li><li>Gained experience with event planning and serving</li></ul>	Hilton Head Island, SC	March 2016-May 2016
Hickory Parks and Recreation Department <i>Recreation Programmer</i> <ul style="list-style-type: none"><li>Plan and implement programs</li><li>Teach group exercise classes</li><li>Update Athletics and Highland Recreation Center web site</li><li>Conduct monthly fitness inspections on the equipment</li><li>Submit work orders and purchase orders when needed</li></ul>	Hickory, NC	June 2016 – February 2019
New Bern Parks and Recreation Department <i>Special Project Coordinator</i>	New Bern, NC	February 2019 – Current

- Plan, assist and implement special projects
- Assist with Special Events
- Coordinate tree removal and pruning for the City of New Bern trees
- Take minutes for the Appearance Commission

**Work Experience:**

ECU Dowdy Student Store    Greenville, NC    December 2012- December 2015

**Leadership Activities:**

Scholarship, Charles A. Vincent Scholarship	Spring 2015
Scholarship, NCRPSF City of Morganton & Jacksonville/Onslow Scholarships	Fall 2015
Member, NCRPA	August 2012-Current
Member, NCRPA Professional Development Committee	October 2015- February 2016
Member, Recreation and Park Management Club	August 2014-May 2016
Committee Member, Sandy Pines Park Master Plan	April 2017- February 2019
Committee Member, NCRPA Region 8 Leader	January 2018 – February 2019
Committee Member, NCRP Scholarship Foundation	February 2018- Current
Volunteer, Special Olympics in Craven County	May 2015 & February 2016
Volunteer, Relay for Life	April 2012-April 2015
Volunteer, NCRPA Region 8 Meeting Co-leader	March 2017
Volunteer, NCRPA Park Baton	July 2017
Article, NCRPA	May 2017
Article, NCRPA YPN Blog	July 2017
Conference, LeadHERship Conference	March 2018