

City of West Carrollton, Ohio

An Equal Opportunity Employer

POSITION TITLE: EVENTS COORDINATOR/RECREATION PROGRAMMER

DEPARTMENT: PARKS AND RECREATION

Employment Status: Part-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: Work involves administrative and supervisory tasks in planning and coordinating special events, recreational programs, and activities in the City of West Carrollton. Duties are performed under the limited direction of the Parks and Recreation Director and the Communications Manager.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of standard office equipment, including computer software such as Microsoft Word and Excel, a calculator, a copier, a fax machine, a telephone, and general office equipment. The primary work site is the West Carrollton Civic Center and the city's recreational facilities.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the listed duties, and the examples listed do not include all duties that may be found in all positions in this class.

- Serve as city liaison to outside organizations, such as non-profit community groups, to help identify potential special events that would draw visitors to the community.
- Facilitate community-wide special events by identifying sponsors, recruiting volunteers, and assisting with communications.
- Works with the Communications Manager to promote special activities.
- Plans, implements, and supervises recreational and leisure activities; introduces new recreational programs and activities.
- Schedules classes, programs, and activities as necessary.
- Processes all registrations for classes, programs, and activities.
- Prepares informational materials about recreational activities.
- Assists with the coordination of any city-sponsored events.
- Assists with social media presence for the Parks Department.
- Responsible for hiring, training, and evaluating all instructors, including writing contracts and invoices when required.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Maintains relationships/contact with local schools, other federal, state, and local government agencies, local businesses, and local parks and athletic groups and associations.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, community organizations, and the general public.
- General knowledge of the objectives and principles of public recreation, including a general understanding of the community recreation program's activities.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for safely performing assigned duties.

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- Ability to coordinate several events/programs simultaneously.
- Ability to maintain records, prepare reports, prepare spreadsheets, and perform other necessary clerical and/or administrative duties.
- Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
- Excellent oral and written communication skills with attention to detail.
- Ability to handle complaints, emergencies, stressful situations, and large groups of people.

DESIRABLE TRAINING AND EXPERIENCE:

- One year experience in facility/or service administration and event coordination. A college degree in recreation, marketing, or a related field is preferred; or any combination of training and experience that provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
- Ability to work other than regular working hours, including evenings and weekends.
- Attend classes, programs, and activities as needed.

THIS POSITION DESCRIPTION IN NO MANNER STATES OR IMPLIES THAT THESE ARE THE ONLY DUTIES AND RESPONSIBILITIES TO BE PERFORMED BY THE POSITION INCUMBENT. MY (EMPLOYEE) SIGNATURE BELOW SIGNIFIES THAT I HAVE REVIEWED AND UNDERSTAND THE CONTENTS OF MY POSITION DESCRIPTION.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)