



## **Job Description: Events & Recreation Coordinator**

### **GENERAL DESCRIPTION:**

The Events & Recreation Coordinator employed with the Sunset Empire Park and Recreation District is responsible for the programming, budgeting, supervision, and direct leadership as it pertains to Recreation activities including but not limited to, special events, farmers market, start smart sports, dry land and aquatic fitness programs, open gym sports, fitness events, sports leagues, or other key leadership positions as determined by the Director of Programs.

### **SUPERVISION RECEIVED:**

The Events & Recreation Coordinator comes under the direct supervision of the Director of Programs of the Sunset Empire Park and Recreation District. The Events & Recreation Coordinator position is responsible for following and carrying out all the workplace expectations and policies of the Sunset Empire Park and Recreation District.

### **SUPERVISION EXERCISED:**

The Events & Recreation Coordinator supervises all fitness and recreation staff, the farmer's market coordinator, and volunteers.

### **ESSENTIAL DUTIES:**

The essential duties for the Events & Recreation Coordinator include but are not limited to:

- Supervise activities to meet program objectives concerning quality, safety, and cleanliness
- Plan and coordinate recreation and fitness programs including but limited to; Start Smart Sports, Aquatics & Land Fitness Classes, Drop-in sports, and other activities assigned by Director of Programs.
- Plan, lead and coordinate and evaluate all Special Events including but limited to; Family Dance, Annual Egg Hunt, Run for Change, Turkey Trot, Seaside Farmer's Market, Fall Fun Fest, and Santa Swim.
- Oversee team and event fees and collection.
- Oversee necessary requirements for special events including entertainment contracts, vendor contracts, and payment processing for entry fees.
- Build partnerships within Clatsop County to offer events, fitness events, and leagues.
- Assign staff, volunteers, and contracted services for all programs and events.
- Evaluate and provide reports for each special event upon completion to the Director of Programs and sponsors.
- Work collaboratively with staff and volunteers to effectively plan and execute events and recreation activities.
- Prepare an annual special events and recreation budget and manage district resources in a prudent manner.
- Oversee and update participant required forms.
- Maintain cleanliness and high quality of fitness facility.
- Other duties as assigned by the Director of Programs.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Fitness trends, applications, and implementation.
- Event Planning
- Event Execution
- Sales and marketing of events and event sponsorship
- Sport league formation, bracketing, and tournament direction.

### **Ability to:**

- Read, write and understand English.
- Positively communicate and motivate large groups of people with varying abilities.
- Communicate in a manner leading to sponsorship acquisition and event success.
- Work evenings, weekends, and holidays as the job requires.
- Work under deadline pressure and extra hours if needed on assignments.
- Establish and maintain effective working relationships both within the organization and with community partners.
- Maintain a neat, professional appearance.

## **EXPERIENCE & TRAINING:**

- High School diploma or equivalent
- Bachelor's Degree in related field preferred
- 3 years of experience in working in recreation or special events
- Proficiency in full Microsoft Office suite with excellent writing, communication, and presentation skills

*Any equivalent combination of education, experience and training that would likely provide the applicant with the required knowledge, skills, and abilities to successfully perform the essential skills will be considered. Experience through course work, internship or other acknowledged work experience or education will be considered.*

## **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:**

- Valid Oregon driver license with good record
- American Red Cross C.P.R. and First Aid certifications (or ability to acquire within 3 months of hiring date)
- Any combination of fitness instruction or certification is preferred

## **PHYSICAL SKILLS:**

While performing the duties of this position, the Events and Recreation Coordinator is frequently required to sit, stand, stoop, kneel, reach, and manipulate objects, tools, or controls. The position requires mobility, manual dexterity, coordination and are required to operate equipment such as, but not limited to, computer keyboards, phones, and standard office equipment. The position may require the occasional lifting of objects weighing up to 50 lbs.

**SALARY & BENEFITS:**

- Salary will be commensurate with experience, but it is anticipated that the range will be \$48,000-\$54,000.
- Medical and Dental Insurance for employee
- Vacation Benefits (2 weeks per year for first three years, incremental increases to follow)
- Paid Holidays & additional Floating Holidays
- Paid Sick Leave
- Deferred Compensation Plan
- Use of Fitness Space and Programs in line with District Policies