

JOB DESCRIPTION

TITLE: ACTIVITIES/EVENT COORDINATOR
EXEMPTION STATUS: PART TIME - EXEMPT
REPORTS TO: FAMILY CENTER MANAGER

This Job Description outlines the basic requirements, duties and general responsibilities of the position of Activities/Event Coordinator. This position is “at-will,” which means the District may terminate the employment relationship without notice at any time for any or no reason. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

The headings in this Job Description are for reference only and shall not affect its interpretation.

SUMMARY:

The Activities/Event Coordinator is responsible for developing and scheduling recreation classes and events, supervising independent recreation instructors and program assistants, and ensuring that all conditions are met to maintain the facility's state license for Before and After School and Vacation programs. The Activities/Event Coordinator is responsible for annual budgeting, expenses, and revenue of programs. This position has frequent interaction with community residents of all ages, vendors, service organizations, and other community outreach contacts.

The Activities/Event Coordinator typically works a part - time schedule, with additional hours as needed for events, for between 20 - 25 hours per week.

GENERAL DUTIES:

The following duties are an overview of the general duties and responsibilities of the Activities/Event Coordinator and should not be considered an all-inclusive list.

- Exercises discretion and independent judgment in job performance.
- Maintains a positive, friendly and professional attitude while engage in stressful and/or controversial situations with residents and co-workers.
- Consistently promotes a professional image of the District at all times.
- Performs other duties as may be assigned from time to time.

ACTIVITY/EVENT COORDINATOR DUTIES:

- Develops and schedules recreation programming for all age groups, including adult participants.
- Actively seeks to develop new activities or programs that attract residents to the facility and increase awareness in the community of recreational opportunities.
- Assists Family Center Manager with multiple community events, including solicitation of

neighborhood businesses for event sponsorship.

- Actively involved with District's community events, working events and assisting with day of activities and coordination.
- Recruits, selects and trains part time or seasonal assistants for programs and activities. Oversees vendors who coach or assist with athletic programs, preschool programs, and independent class instructors.
- Assists the Family Center Manager with District website updates and postings. Maintains daily updates of recreation calendar on website.
- Promotes recreational activities through fliers, website, social media, or other public announcements.
- Ensures compliance of safe working conditions and safe recreational conditions, compliance with ADA, and ongoing safety training for employees and independent class instructors.
- Assists Family Center Manager with participation reports and effectiveness of recreation programs for both short and long term goals of the community.
- Ensures that equipment and supplies for programs are available and in good working condition, and that program areas are scheduled appropriately, and are in adequate condition for the scheduled activity.
- Ensures that the facility meets or exceeds all standards to maintain its state license for limited pre-school programs.
- Seeks opportunities for alternate revenue sources such as grants or community partnerships.
- Provides reports to Family Center Manager for monthly District Board of Directors meetings regarding events, facility usage, and other recreation related programs.
- Prepares annual budget for all recreation programming and staffing. Monitors budget throughout the year to ensure programs stay within budget parameters and expected revenue goals are met.
- Complies with District rules and regulations and policies and procedures.
- Performs other duties as assigned by the Family Center Manager.

QUALIFICATIONS:

- College degree in Recreation Management or closely related field is a plus. Professional experience may be substituted for the degree requirement.
- Familiarity with child care licensing rules.
- Excellent customer service and communication skills, plus knowledge and experience working with sports programs and recreational management software is required.
- Ability to organize and conduct recreation, leisure time, and physical activities for all age groups.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.
- Ability to concentrate and pay close attention to detail for up to 25% percent of the work time when evaluating financial, regulatory and compliance matters. Work occasionally requires a high level of mental effort and strain.
- Ability to proofread typed material for contextual, grammatical, typographical or spelling errors.
- Effective interpersonal skills, including communicating in person, by e-mail and by telephone.
- Ability to follow instructions effectively from a diverse group of homeowners, employees, District staff, board members, vendors and others, and provide information with ordinary courtesy and tact.
- Ability to work non-standard hours, including occasionally working evenings, weekends and

holidays, as necessary to meet the needs of the District for events and activities.

- Competently operate standard office equipment, such as computers and photocopiers, and proficiency with Word, Excel, Publisher, PowerPoint, and Outlook is required.
- Ability to travel to private and public buildings, locally and statewide, via private or public conveyance.
- Ability to read, write, speak and understand the English language at a level adequate to perform the duties of the position.
- Ability to establish and maintain positive working relationships with supervisors, residents, co-workers, subordinates, and outside vendors.
- Ability to pass a CBI, FBI and TRAILS background check.
- Satisfactory Credit Check.

SPECIAL LICENSES, CERTIFICATIONS:

Valid Driver's license; First Aid/CPR/AED

PHYSICAL DEMANDS:

Ability to move about the building and grounds in a relatively quick manner; ability to type on a computer keyboard and/or adding machine; ability to reach, climb and stoop or kneel; ability to talk and/or hear language from guests, managers, or groups of people; ability to lift, carry, transport items such as tables and chairs, weights, benches and product deliveries up to 50 lbs. assisted; and ability to see objects closely and at a distance. Ability to deal with moderate to high stress situations at times and maintain a positive attitude. The noise level is typically moderate to high. Ability to work flexible hours including evenings, weekdays, and weekends and possibly holidays; on call status may be required.

*The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.