



Employment Opportunity

SPECIAL EVENTS & RENTALS COORDINATOR

Under the general supervision of the Parks and Recreation Director, this position performs professional administrative tasks to coordinate logistics and implement multi-faceted special events within the Parks and Recreation Department. The key responsibility is to plan, delegate, direct, control, and supervise all aspects of event execution including staffing, securing facilities/venues, budgeting, security, safety, and customer satisfaction. In addition, serves as primary point-of-contact for all Civic Center rental functions including 'after-hours' events; plans, delegates, controls, and supervises rental and event execution. A complete job description may be obtained by visiting: www.wahooparksandrec.com.

Essential Functions: *Note: This is not an exhaustive list of all responsibilities, duties, and skills.*

- Plans, develops, promotes, implements, and evaluates special events within the department
- Partners with local civic organizations, clubs, and entities to assist in special event development
- Direct and supervise the work of subordinate personnel to include training, scheduling, delegating, and evaluating work performance
- Performs direct on-site supervision of special event programs
- Serves as primary point-of-contact for all Civic Center rental functions including 'after-hours' events; plans, delegates, controls, and supervises rental and event execution

Education/Training: Graduation from high school or equivalent GED; working knowledge in various computer software programs. Experience and/or post-secondary education in parks and recreation management, leisure studies, public relations, event management or related field preferred; or any equivalent combination of training and experience that provides the required skills, knowledge and abilities.

License/Certification: Must be able to obtain CPR, AED and First Aid Certifications within six months of employment.

Compensation and Benefits:

This is a part-time position with partial City benefits. Hours each week may vary depending on activity and rental schedule; may include irregular hours including nights and weekends as needed. The pay range starts at \$14.15/hour.

Application Procedure:

A completed City of Wahoo employment application must be delivered to: Wahoo Parks and Recreation Department, 310 N. Linden St., Wahoo, NE 68066. City of Wahoo employment applications are available at Wahoo City Hall, 605 N. Broadway or at the Wahoo Civic Center, 310 N. Linden St. or you may download the application by visiting www.wahooparksandrec.com. Inquiries/questions may be directed to Kevin at (402) 443-4174.

The City of Wahoo is an Equal Opportunity Employer (EOE).