

# Special Events & Rentals Coordinator



*This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*

**SUPERVISOR:** Parks and Recreation Director

**SUPERVISE:** Event volunteers

## **SUMMARY DESCRIPTION**

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. Work is performed with considerable independence and requires creativity, judgment, and discretion, and is reviewed through analysis of results achieved and observation.

## **EXAMPLES OF WORK PERFORMED**

**ESSENTIAL FUNCTIONS:** *The following examples of work are illustrative only and are not intended to be all inclusive*

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.

Directs and supervises the work of subordinate personnel to include training, scheduling, delegating, and evaluating work performance.

Performs direct on-site supervision of special event programs.

Evaluates events for needed supplies or equipment; orders or obtains supplies as needed; issues supplies and equipment to program participants.

Publicizes and promotes events to school officials, civic groups, other departments and general public; prepares a variety of print and electronic communications to market events.

Monitor program performance; recommend and implement modifications to systems and procedures.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Prepares various event sites and facilities; opens and closes department facilities as needed.

Maintains records, reports, and other clerical work as assigned.

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.

Develops, maintains, and updates policies and procedures relative to facility rentals and functions.

Promotes and publicizes rental opportunities to attract functions.

Coordinates and works directly with customers for event logistics; ensures safety and security issues are addressed.

Plans and implements cleaning/custodial efforts pre and post events.

Prepares all necessary contracts, forms, reports, budgets, evaluations, invoices, and correspondence related to rentals and events.

Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Principles and practices of business correspondence, English usage, spelling, grammar and punctuation.
- Basic mathematical principles.
- Methods and techniques of effective customer service.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Ability to:**

- Speak and make presentations to individuals to recruit and promote special events.
- Lift and carry moderate weight objects as required for assisting of event setup.
- Establish and maintain records, reports, and financial documents.
- Plan and organize work to meet changing priorities and deadlines.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed in an indoor and outdoor environment with some travel to different sites; may be exposed to inclement weather conditions; work and/or walk on various types of surfaces, including slippery or uneven surfaces; may be required to work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office, indoor or outdoor setting; to stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to verbally communicate to exchange information; normal visual and hearing range.

## **EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:*

**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.