



TOWN OF SURFSIDE PROGRAM AND EVENT COORDINATOR

DEPARTMENT: PARKS AND RECREATION

NON-EXEMPT

GENERAL DESCRIPTION:

Under general supervision of Parks and Recreation Superintendent coordinates and plans special events and activities to enhance communication and programs.

ESSENTIAL JOB FUNCTIONS:

1. Plans, organizes, coordinates, promotes and facilitates programs/special events and maintains communication with speakers, vendors, and participants.
2. Coordinates and monitors event timelines.
3. Assists in preparing a variety of publications, materials, and programs.
4. Assists with program registrations, facility reservations, customer service, etc.
5. Inputs and removes information from Town website.
6. Assists with budgeting and costs breakdown for recreational programs and events.
7. Attends meetings and represents the town and department with service groups.
8. Acts as prime source for promotion activities and special events.
9. Initiates, coordinates, and/or participates in all efforts to publicize promotion of services, and program events.
10. Assists in coordinating publications of brochures, pamphlets, newsletters, and other materials needed to promote the parks and recreation department, maintains and distributes current listings of upcoming events.
11. Collaborates with technology staff to implement information on Town web site.
12. Trains and supervises special events staff including volunteers, department personnel and other designated Town employees. Ensures roles and accountability for meeting goals and objectives.
13. Takes photographs and recreational activities for the Town website, gazette and any other publication.
14. Reviews content on web site and intranet to ensure consistency.
15. Prepares, reviews, and updates standards for office documents for staff.
16. Performs other functions as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of office terminology, methods, practices and procedures and ability to operate standard office equipment.
- Working knowledge of Parks and Recreation facilities.
- Ability to communicate orally and in writing to staff and program participants and the general public.
- Knowledge of Microsoft Office, Excel, Word, and Power Point.
- Knowledge of marketing and promotion of the Parks and Recreation Department.
- Knowledge of computer research.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with fellow employees, superiors, and the general public.
- Knowledge of traditional non-athletic games, arts, and crafts.
- Ability to work nights, weekends and/or holidays.
- Good customer service skills.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma; three (3) Full time years of general recreation experience. Must have excellent keyboard skills and proficiency with a varied range of computer application programs such as Microsoft Office, Word, Excel, and Power Point.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

ESSENTIAL PHYSICAL SKILLS:

- Tasks involve frequent walking, standing, some lifting and carrying of heavy objects of moderate weight (12-20 lbs.).
- Tasks require color, sound, depth, texture, and visual perception and discrimination and oral communication ability.

ENVIRONMENTAL CONDITIONS:

- Tasks may require infrequent exposure to adverse environmental conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: NEW 4/10/2012; 1/21/2021

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

A handwritten signature in blue ink, appearing to be "Andrew H. [unclear]", written over a horizontal line.