



## Special Events Coordinator Parks and Recreation

PR/6-552

### JOB SUMMARY

This position is responsible for coordinating and administering special events, shows, and community activities for the Parks and Recreation Department.

### MAJOR DUTIES

1. Schedules, coordinates, and administers special event, shows, and community activities.
2. Prepares and submits promotional materials, news releases, and social media information.
3. Prepares and maintains reports, schedules, and payment request; collects fees.
4. Obtains funding and purchases necessary equipment and supplies.
5. Schedules and coordinates the use of recreation facilities.
6. Attends youth association meetings and other district, state, and national meetings.
7. Establishes and maintains partnerships with external organizations.
8. Communicates the Parks and Recreation Mission Statement, goals, objectives and expected code of conduct to all participants.
9. Always act as an agent of Fayette County and an advocate for Parks and Recreation.
10. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the principles, practices, and trends of special events programming.
2. Knowledge of county policies and procedures.
3. Knowledge of supervisory skills, and organizational skills.
4. Knowledge of computers and job related software programs.
5. Skill in public and interpersonal relations.
6. Skill in recruitment and management of volunteers.
7. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Parks and Recreation Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include county and departmental policies, GRPA rules and regulations, and state/Federal law. These guidelines require judgment, selection, and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in the coordination of events and activities. Coordinating multiple events and knowing current trends for specific timeframes, and time constraints contribute to the complexity of the position.
- The purpose of this position is to provide special events, shows, and community activities for the citizens of Fayette County. Success in this position contributes to an effective parks and recreation program for area residents.

### CONTACTS

- Contacts are typically with co-workers, county employees, civic organizations, youth organizations, volunteers, coaches, instructors, members of the news media, participants, fellow recreation professionals, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light objects, distinguishes between shades of color, and utilizes sense of smell.
- The work is typically performed in an office or outdoors. The employee is exposed to occasional cold or inclement weather.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over contracted instructors and volunteer personnel.

#### **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of or ability to readily obtain CPR certification and AED certification.
- Possession of or ability to obtain Mandatory Reporter Certification.
- Possession of or ability to obtain concussion training.

#### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

#### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

#### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.