



Special Events Coordinator

DEPARTMENT: Parks and Recreation
REPORTS TO: Parks and Recreation Director
DATE: 7/2022
FLSA DESIGNATION: *Exempt, Permanent Part-time, 25-28 Hours, non-union*

Nature of Work

Responsible for planning, coordinating and implementing Town and community events in the Town of York. The Coordinator takes direction from the Parks and Recreation Director or other designated supervisor. As a Part-time employee, the coordinator must be willing to work irregular hours, weekends, holidays and extended hours required to perform the duties set forth in this position. Work requires limited supervision and the use of independent judgement.

The Special Events Coordinator's primary responsibilities are to plan and manage a variety of special events, build strategic relationships with individuals and organizations and facilitate more community participation. Coordinator must have a wide range of positive interpersonal skills, programming experience, strong work ethic and organizational abilities. Due to the size of the Department, Coordinator must be a team player, willing to tackle "other duties as assigned" to insure overall success and sustainability of the Parks and Recreation Department. Work is performed under the general supervision of the Parks and Recreation Director subject to review through observation, reports and results achieved.

Examples of Work (Illustrative purposes only: examples are not intended to be all encompassing and all incumbents in the classification may not perform all examples)

- Coordinates and facilitates special events for the Town, including themes, concepts, and objectives in relation to organizational goals and Department initiatives.
- Encourage collaboration between Town Departments and town business owners.
- Facilitates the procurement of business sponsorships for various events and initiatives
- Researches and recommends opportunities for special events and community partnerships with outside organizations.
- Serves as a liaison between Town departments, business owners and vendors in the coordination of special events.
- Assist the Department in developing materials and managing advertisements for a variety of events.
- Utilizes the town social media sites to promote and support events.
- Coordinates the work activities of employees and volunteers at events.
- Participates in the development of the budget for special events.
- Participates in the negotiation of special event contracts and service agreements.
- Presents reports and outcomes of events to Department supervisors.
- Obtain Special Event Permits as required.
- Collect certificates of insurance when required.
- Performs other duties as assigned.

Minimum Qualifications required

A four-year college degree in Recreation, Education or related field and some experience *in* recreation: or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class C State of Maine motor vehicle operator's license.

Knowledge, Skills and Abilities

- Knowledge of municipal government operations.
- Knowledge of event planning methods and principles.
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects.
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting situations and applying guidelines.
- Skilled in developing marketing and advertising materials.
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals.
- Skilled in operating a computer and related software applications
- Skilled in communicating effectively with a variety of individuals.
- Considerable knowledge of recreation facilities and equipment and their proper use.
- Ability to display good leadership skills.
- Ability to establish and maintain effective working relationships with co-workers, staff personnel, program participants, the general public and the boss.
- Have a friendly and authoritative personality that encourages effective activity by staff and participants.

Physical and Mental Requirements

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Sufficient speech and hearing are needed to convey and receive information over the phone and in person. While performing the duties of this job, the employee will stand, sit, talk, reach with hands and arms, as well as use hands to finger, handle or feel objects, tools or controls. The employee must be able to lift up to 50lbs and have sufficient vision to perform the job.

Mental Requirements: While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with staff, officials, the public, and outside agencies.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned as needed by Parks and Recreation Director or their representative.