

# CITY OF ORTING

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## JOB DESCRIPTION

Job Title: Activities & Events Coordinator

Department: Parks & Recreation

Reports to: City Clerk

### **SUMMARY DESCRIPTION**

The Activities & Events Coordinator is a part-time Fair Labor Standards Act non-exempt, non-Civil Service position. A typical work week for this position is flexible but there are regular required events that you will have to attend including weekend and evening meetings or events. It is expected that the incumbent would spend thirty (30) hours in the office per week not including after-hours meetings, events and activities. The incumbent in this position is subject to a six (6) month probationary period.

Under the direction of the City Clerk, the Activities & Events Coordinator helps organize community activities, programs and events. The position involves extensive public contact as well as general office duties. This position oversees volunteers assisting with activities or events of the parks & recreation department. A candidate with the ability to lead or teach some sort of activity or class is highly desired.

### **REPRESENTATIVE DUTIES**

Duties may include, but not be limited to, the following:

1. Prepares reports and maintains records of events and activities
2. Coordinates volunteers at events & activities
3. Performs a variety of administrative support functions as requested by City Clerk, City Administrator or Mayor
4. Responsible for assisting the City Clerk in planning or updating parks
5. Acts as Parks Advisory Board secretary and liaison
6. Assists with community grant program
7. Coordinates holiday activities, Daffodil Parade and other city events
8. Coordinates special event permits
9. Responsible for compiling city's events flyer and news letter
10. Responsible for maintaining city's communications regarding events and activities including social media pages and the city's website
11. Researches & coordinates recreational activities for youth and adults
12. Responsible for maintaining contracts with vendors and contractors that provide services for programs and events
13. Responsible for identifying and purchasing supplies for parks and recreation activities and other city functions and events
14. Works with other groups or sponsors to coordinate events and activities which use city facilities and property
15. Manages calendar and rentals of city facilities
16. Teaches or leads some sort of Parks & Recreation activity
17. Assists your supervisor in preparing the Parks and Recreation budget request
18. Performs the duties of a passport agent

## **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:**

- Organizing recreation activities including rostering
- Managing volunteers
- Advertising and community engagement

### **Ability To:**

- Interact with the public in an effective, customer friendly manner Ability to follow projects to completion and meet deadlines
- Maintain effective working relationships with city staff and other cities

### **Education and Experience Guidelines**

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

### **Education/Training:**

A high school or equivalent diploma and the ability to read write and comprehend at a level necessary for successful job performance.

Two (2) year degree in relevant field desired.

### **Experience:**

Two (2) years' experience in customer service/public relations required. Previous experience in Parks & Recreation administration/programming preferred.

### **License or Certificate:**

Must possess and maintain a valid Washington State driver's license with driving record free from serious or frequent violations.

## **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 office setting. Close and constant work with computers exposes the individual to normal emissions from the computer monitor and repetitive motion tasks. The work area can be noisy at times.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; walk, stand or sit for prolonged periods of time; light lifting and carrying up to twenty-five (25) pounds; bending, stooping, kneeling; operating motorized equipment and vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

## **REASONABLE ACCOMMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.*

*The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.*