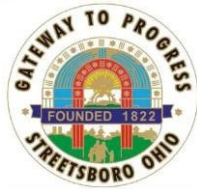


City of Streetsboro



**POSITION AVAILABLE
JOB POSTING**

Opens: February 1, 2023 Closes: February 8, 2023

JOB TITLE:	Special Events/Activities Coordinator
DEPARTMENT:	PARKS & REC
IMMEDIATE SUPERVISOR:	PARKS DIRECTOR
STATUS:	FULL-TIME, CLASSIFIED, NON-EXEMPT, BARGAINING
COMPENSATION:	Step 1 \$17.50/hr. _ Step 5 \$21.00

JOB RESPONSIBILITIES:

- Plans, coordinates, implements and/or instructs of activities and special events for the City of Streetsboro to include (but not limited to); Sporting tournaments, Fairs & Festivals, outdoor concert series, facility rentals and more
- Responsible for providing special events/activity information for department's Program Guide as scheduled.
- Contributes to the advertisement of departmental facilities and Senior Center programs
- Contributes to the care and maintenance of grounds and facilities
- Maintains program equipment and supplies, keeps inventory of equipment and supplies and purchases program equipment and supplies as necessary.
- Responsible for providing excellent customer service in person and via telephone, communicating in a timely and professional manner with citizens, visitors, city employees, vendors, contractors, applicants, and the public, representing the best interest of the city, anticipating needs, and resolving customer service inquiries.
- Solicits donations and sponsors as needed.
- Maintains working relationship with other governmental and civic organizations.
- Fosters development of citizen organizations to assist with operation of activities.
- Interacts with users to encourage maximum proper use of all facilities.
- Performs physical tasks related to field maintenance and landscaping using various vehicles, tools and specialized equipment.
- Must be available evenings and weekends 24 hours per day/seven days per week for emergencies and/or maintenance operations.
- Other duties may be assigned.

QUALIFICATIONS:

- High School diploma or general education degree (GED), and three (3) to twelve (12) months related experience and/or training
- Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, repair manuals.
- Performs physical tasks related to grounds/field maintenance, landscaping using various vehicles, tools and specialized equipment
- Ability to frequently lift and carry over 50 lbs.

HOW TO APPLY: Applications are available on the City's website at www.cityofstreetsboro.com Department/Human Resources. Forward a completed, signed City employment application; copy of High School diploma/ (GED) and references to Slockhart-reese@cityofstreetsboro.com

Department of Human Resources

9184 State Route 43, Streetsboro, OH 44241 P:330.626.4942 F:330.626.6087
www.cityofstreetsboro.com