

# City of West Carrollton, Ohio

An Equal Opportunity Employer

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**Position Title: Events Coordinator/Recreation Programmer**

**Department: Parks and Recreation**

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**Employment Status: Part-time**

**FLSA Status: Non-Exempt**



and the Public Relations Director.

**GENERAL NATURE OF WORK:** Work involves administrative and supervisory tasks in planning and coordinating special events, recreational programs and activities in the City of West Carrollton. Duties are performed under the limited direction of the Parks and Recreation Director

**EQUIPMENT & JOB LOCATION:** This position requires general knowledge of standard office equipment including: computer software such as Microsoft Word & Excel, calculator, copier, fax machine, telephone, and general office equipment. The primary work site is the West Carrollton Civic Center and the city's recreational facilities.

**ESSENTIAL FUNCTIONS - EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.*

- Serve as city liaison to outside organizations such as non-profit community groups to help identify potential special events which would draw visitors to the community.
- Facilitate community-wide special events by identifying sponsors, recruiting volunteers, and assisting with communications.
- Works with the Public Relations Director to promote special activities.
- Plans, implements, and supervises recreational and leisure activities; introduces new recreational programs and activities.
- Schedules classes, programs, and activities as necessary.
- Processes all registrations for classes, programs, and activities.
- Prepares informational materials about recreational activities.
- Assists with coordination of any city sponsored events.
- Assists with social media presence for the Parks Department.
- Responsible for the hiring, training, and evaluation of all instructors, including writing of contracts and invoices when required.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Maintains relationships/contact with local schools, other federal, state, and local government agencies, local businesses, and local parks and athletic groups and associations.
- Performs other duties as assigned.

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## **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to establish and maintain effective working relationships with city officials, fellow employees, community organizations, and the general public.
- General knowledge of the objectives and principles of public recreation, including a general understanding of the activities which comprise a community recreation program.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to coordinate several events/ programs simultaneously.
- Ability to maintain records, prepare reports, prepare spreadsheets, and perform other necessary clerical and/or administrative duties.
- Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
- Excellent oral and written communication skills; with attention to detail.
- Ability to handle complaints, emergencies, stressful situations and large groups of people.

## **DESIRABLE TRAINING AND EXPERIENCE:**

- One year experience in facility/ or service administration and event coordination. College degree in business administration, marketing or related field preferred; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

## **NECESSARY SPECIAL REQUIREMENTS:**

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
- Ability to work other than normal working hours including evenings and weekends.
- Attend classes, programs, and activities as needed.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

(Date)

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(Employee Signature)

(Date)