



The City of Central Point  
is currently recruiting for the position of

***Recreation Coordinator  
Special Events & Marketing***

The City of Central Point is seeking to establish a pool of qualified applicants for the position of:  
**RECREATION COORDINATOR – SPECIAL EVENTS & MARKETING**

**Applications will be accepted until 4:00 p.m. Thursday, December 10, 2015**

The person in this position will coordinate and promote special events for the City of Central Point. Special events may include Battle of the Bones, Community Christmas, Easter Egg Hunt, and Friday Night Festivals. ***See job description for more information, including physical demands of position.***

**Minimum Qualifications you must have:**

- a bachelor's degree in recreation, marketing or related field, and two years of work experience in recreation or marketing; or an equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities to successfully perform the essential duties of the job.
- a valid driver's license and an acceptable driving record.

**The ideal candidate will possess the following knowledge, skills & abilities:**

- Ability to revise and/or develop policies and procedures related to marketing, special events and programming.
- Have extensive knowledge of marketing and branding of products and programs.
- Have strong knowledge of computer programs including website development and various forms of social media.
- Ability to assist with establishing annual marketing special events goals and benchmarks.
- Ability to market programs and gain sponsorships for events and activities that help to limit impact to the recreation budget.
- Ability to recruit and retain volunteers for events and activities.
- Ability to record and analyze statistical information used in the evaluation of the special events; and prepare annual program and event usage evaluations.
- Ability to plan and implement ongoing community relations and publicity program. Ability to build partnerships with outside organizations and garner support for programs as well as strengthening current relationships.
- Have considerable knowledge of event coordination and business plan development, government administration, supervision, grant writing, budget management and recreation.
- Knowledge of standard office practices and procedures, English, spelling, and grammar/vocabulary.

The Recreation Coordinator is a bargaining unit position represented by Teamsters Local 223. Pay and benefits are negotiated and codified in a collective bargaining agreement.

**Starting Pay:** \$20.94/hour (\$3,630/month)

**Salary Range:** \$3,630/month - \$4,632/month

**Benefits Package:** Medical, dental, vision, and Rx insurance, health reimbursement account, vacation and sick leave accrual, paid holidays, PERS retirement, life and long term disability insurance, plus optional (employee paid) deferred compensation, flexible spending account, and voluntary life and supplemental insurance.

A signed City of Central Point employment application is required. Additional information such as a résumé, and cover letter that address your suitability for the position is highly encouraged but is not required. Late, unsigned or incomplete applications will not be considered.

**Return signed, completed application to:**

City of Central Point  
Attn: Human Resources  
140 S 3rd Street  
Central Point OR 97502

**or fax to:**

541.664.4225  
You may call 541-423-1046 or email  
[hr@centralpointoregon.gov](mailto:hr@centralpointoregon.gov) to confirm  
receipt of application (and legibility of fax)

**All application materials must be received by 4:00 p.m. on Thursday, December 10, 2015.**

**Selection Process:** Applications will be reviewed by the Parks & Public Works Department. Candidates most closely meeting the City's needs will be referred for interview with final appointment by the City Manager. Selection procedures and time lines subject to change. Those selected must be able to provide proof of legal right to work in this country. Hiring will be subject to a favorable pre-employment exam, including a criminal history background investigation, favorable driving record, and drug screen.

*The City of Central Point is a non-discriminatory, equal opportunity employer.*