



City of Central Point OR
POSITION DESCRIPTION

Title: Recreation Coordinator – Special Events and Marketing
Status: Full-Time, non-exempt
Department: Parks and Public Works
Date: March 1, 2010

Classification Level: GS 6 on the General Service Bargaining Unit scale

Purpose: This position is responsible for planning, organizing, implementing, administering, coordinating, promoting, and evaluating recreation programs and special events as well as the marketing of the City's programs and services.

Supervision Received: This position works under the general supervision of the Parks and Recreation Manager and Parks & Public Works Director.

Supervision Exercised: The position supervises volunteers during special events.

Duties and Responsibilities: This list is an *example* of the tasks the employee may be expected to perform, but is not intended to be all inclusive.

General Duties

- Plans, schedules, coordinates and oversees marketing of all special events.
- Assists the Parks & Recreation Manager on coordination of recreation classes and programs.
- Performs a variety of administrative tasks including assisting with budget, revising and/or developing policies and procedures related to marketing, special events and programming.
- Assists with establishing annual recreation program and special events goals and benchmarks.
- Records and analyzes statistical information used in the evaluation of the special events; and prepares annual program and event usage evaluations.
- Coordinates planning and development of activities with other agencies, private enterprises and jurisdictions.
- Plans and implements ongoing community relations and publicity program. Coordinates the design and publication of the City's recreation guide.
- Establishes contacts with various media sources. Prepares copy for flyers, newsletters and media releases. Develops and recommends short and long-range plans to enhance existing programs, to create new programs and to expand facility usage.
- Maintains detailed records of revenue and expenditures of special events.
- Writes grant proposals and researches alternative funding sources.
- Administers grants received which includes providing accurate final reporting.
- Attends recreation events and programs as required to ensure smooth operation.

- Attends various staff, Commission and committee meetings; relays resultant program and facility information to group.
- Responds to public inquiries in a courteous manner, providing information within the scope of knowledge or refers to appropriate individual and/or supervisor for resolution.
- Contribute to an overall productive and respectful work environment by providing excellent customer service and working in a positive, collegial manner at all times.
- Maintain cooperative working relationships with co-workers, management, other departments, vendors, and the general public.
- Follow all safety rules and procedures for work areas.
- Perform other responsibilities and other duties as assigned.

Job Qualification Requirements (Knowledge, Skills & Abilities):

KNOWLEDGE: 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.

SKILLS: Strong organizational skills, verbal and written communication skills, and intermediate level computer skills, preferably in Microsoft Office Suite® products.

ABILITIES: Ability to develop, coordinate, and oversee various activities of recreation programs. Ability to establish and maintain effective working relationships with staff, supervisors, and department heads; other agencies, instructors, volunteers, participants, community leaders and the general public. Ability to communicate in writing and verbally. Physical ability to perform the essential job functions. Ability to get to off site locations on a regular basis and at various times of the day/evening or week/weekend.

Minimum Required:

A typical way to obtain the knowledge, skills and abilities listed above would be: Bachelors 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 sufficient to successfully perform the essential duties of the job.

Preferred:

NA

Physical Demand: *The physical demands described here are an overview. For detailed information regarding physical demands, please see the attached worksheet. The physical demands listed below, together with the detail listed on the attached worksheet, represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for the daily work period, but constitute less than half the work time (about 30% to 40%) which is primarily spent sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, crawl, climb, balance, see, talk, hear, smell and manipulate objects. The position requires some mobility including the ability to traverse uneven surfaces (i.e., rough roads/paths, park areas, etc.) and to move materials weighing up to 5 lbs. daily and up to 25 lbs. infrequently (2% of the work) and between 25

lbs. and 60 lbs. rarely (less than 1% of the work time). This position requires both verbal and written communication abilities.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is typically working indoors in an office environment. The employee is rarely exposed to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate.

REQUIRED SIGNATURES:

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.



Department Head



City Administrator



Human Resources Manager

3/12/2010

Date

3-12-2010

Date

3-12-2010

Date