



Hyrum

Job Description

Title:	Community Event and Recreation Coordinator	Code:	380
Division:	Recreation	Effective Date:	01/2026
Department:	Community Development	Last Revised:	

GENERAL PURPOSE

The Community & Recreation Event Coordinator is responsible for planning, organizing, and executing a variety of community events and recreational programs for residents of all ages, including managing budgets, coordinating facility usage, and actively engaging with community groups to identify needs and interests, all while adhering to local regulations and guidelines.

SUPERVISION RECEIVED

Works under general supervision from the Mayor/City Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Program Development: Assess community needs and interests to develop diverse recreational programs like sports leagues, day camps, fitness classes, arts and crafts workshops, special events, and festivals. Design program schedules, set fees, and manage registration processes. Coordinate with local organizations and schools to offer joint programming.

Event Planning and Execution: Plan large-scale community events like holiday celebrations, City Celebrations (parade, booths, speakers, fireworks, patriotic program, etc.) farmers markets, concerts, and neighborhood gatherings. Secure permits, manage vendor contracts, and oversee event logistics including setup, staffing, and cleanup. Promote events through marketing channels like social media, website, and local media. Write articles for the City Newsletter regarding events and activities in our community. Design and develop publications, such as flyers, signs, brochures, fact sheets, etc.

Facility Management: Oversee the booking and utilization of community recreation centers, parks, and other facilities. Ensure facilities are maintained in good condition and comply with safety standards. Coordinate facility upgrades and improvement projects.

Budget Management: Develop and manage the department budget, including allocating funds for programs, equipment, and facility maintenance. Explore grant opportunities and alternative funding sources

Community Engagement: Build relationships with community groups, local businesses, and residents to gather feedback and promote programs. Conduct community surveys and needs assessments to inform program development. Represent the department at community meetings and events. Engage, recruit, organize and manage volunteers in community activities to ensure volunteers feel valued, engaged and empowered to make a meaningful difference in the community.

Maintains liaison with other city departments, community groups, and individuals in order to explain and discuss various aspects of department functions; makes all necessary reports to city departments and other government agencies as well as to the public. Conduct surveys, interviews, etc. after events and make recommendations on future improvements to events.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence. Submit reports as required detailing activities of the department. Handle citizen complaints in a courteous and professional manner.

Assist the Public Information Officer as needed in the event of a City emergency, or other events under direction of the Mayor and/or City Administrator by communicating with journalists, public officials, schools, public, business owners, etc. through a variety of tools. Assists as needed with updating City Social Media accounts.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors degree from an accredited college or university with major course work in business, recreation management, or related field;

AND

B. Four (4) years of experience in city event and recreation planning; with two (2) of those years in a management role.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Knowledge of public sector laws and regulations. Ability to resolve complex issues, in a legally defensible, consensus-building manner, and ability to develop and communicate new policies and procedures. Ability to learn and implement departmental policies and procedures. Ability to communicate information and ideas clearly and concisely, in writing and verbally. Knowledge of methods, techniques and procedures in the delivery of programs, common recreational and social needs of various age groups, principles and procedures for implementing and directing community services or recreation activities, principles and practices of program budget monitoring, and principles and practices of assigning and reviewing the work of others. Knowledge of administrative and operational characteristics, services, and activities of recreation programs; organizational and managerial practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of program development and administration, strategic planning, public administration, municipal accounting, budgeting principles and practices, and statistical methodology; principles of economics, financial analysis, and cost-benefit analysis, research methodology, reporting techniques and report preparation principles; principles and practices of project management with special emphasis on capital project planning and control; and principals and practices of supervision, leadership, training, and performance evaluation; knowledge and familiarity with social media used by municipal entities.

Skill in public relations; making presentations, writing reports and other communication practices. Skill in creating reports as needed using Microsoft software, including Word and Excel; be able to. read, interpret, and apply laws, rules, regulations, and policies. Skill in working with others and establishing strong communication with city employees and the public. Skill in working with diverse groups, individuals, youth and children, in interpersonal conflict/dispute resolution methods, and organization and implementation of programs and activities in a professional manner. □

Ability to develop and coordinate a community service or recreation program suited to the needs of the community, plan, organize, coordinate and implement recreation programs and events, establish and maintain effective working relationships with those contacted in the course of work. Ability to analyze, interpret and explain section policies and procedures, communicate effectively orally and in writing, train and evaluate contract and temporary personnel, prepare detailed reports and other written material. Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; work independently with minimal supervision; communicate effectively, learn methods and regulations related to business licensing and various permit requirements; verbally and in writing; establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; mediate differences between applicants, citizens and government officials; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Valid Utah Class D Driver License
Successfully complete all required Homeland Security courses including NIMS and ICS training
Certified Park and Recreation Professional (CPRP) preferred

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities related to walking, standing, stooping, sitting, reaching, and lifting. Essential functions generally require communications such as talking, hearing, and seeing. Rapid work speed required performing keyboard operations. Regular interruptions in work processes occur in relation to counter work and customer service demands. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, complex thinking, and some creative problem solving.



Disclaimer: In compliance with the ADA, reasonable accommodation will be considered, upon request, on a case-by-case basis during both the pre-employment process and to accommodate post-employment changes in employee physical abilities. Accommodation decisions will be influenced by the need to prevent "undue hardship" to the city. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)



CAREER OPPORTUNITY

COMMUNITY EVENT AND RECREATION COORDINATOR

Employment Classification: Full Time with Benefits
Hours per Week: 40 hours
Salary Range: \$26.00 – \$38.47
Hiring Range \$26.00 - \$32.83 depending on experience

Hyrum City is seeking a full time Community Event and Recreation Coordinator. Responsibilities include planning, organizing, and executing a variety of community events and recreational programs for residents of all ages, including managing budgets, coordinating facility usage, and actively engaging with community groups to identify needs and interests.

Candidates must have considerable knowledge and experience in recreational programs, public relations, making presentations, writing reports and other communication practices. Skilled in creating reports as needed. Be able to read, interpret, and apply laws, rules, regulations, and policies. Ability to develop and coordinate a community service or recreation program suited to the needs of the community, plan, organize, coordinate and implement recreation programs and events, establish and maintain effective working relationships with those contacted in the course of work.

Required Education and Experience:

- Bachelors degree from an accredited college or university with major course work in business, recreation management, or related field; AND Four (4) years of experience in city event and recreation planning; with two (2) of those years in a management role. OR An equivalent combination of education and experience.
- Must possess a valid Utah State Driver's License.
- Successfully complete all required Homeland Security courses including NIMS and ICS training
- Certified Park and Recreation Professional (CPRP) preferred

Work Schedule:

Normally Monday through Friday from 8:00 a.m. to 5:00 p.m. with some overtime as needed.

Benefits:

The following benefits are being offered for this position:

- Utah Retirement Systems (Pension and/or 401k)
- Health, Dental and Life Insurance – Traditional Plan City pays 82% of premium.
- Long Term Disability Insurance.
- Leave Pay - Holiday, Vacation, Short Term and Long Term Sick

Application and Selection:

Send a cover letter and resume to Hyrum City Corporation, 60 West Main, Hyrum, UT 84319 or e-mail to stephanie.fricke@hyrumcity.gov. Resumes are accepted until position is filled by a qualified candidate or withdrawn at the City's discretion. A copy of the full position description is available at www.hyrumcity.gov. EOE. Upon employment, an employee must reside in Hyrum City or no further than fifteen miles from city office.

If you have questions, please contact Human Resources at stephanie.fricke@hyrumcity.gov or 435-245-6033.

Dated: February 14, 2025