



JOB DESCRIPTION

TITLE: Event Manager / Recreation Associate

COMMUNITY: LiveDAYBREAK

REPORTS TO: LiveDAYBREAK Director

FLSA STATUS: Non-Exempt (Full-Time)

HOURLY: \$20-23/hour

POSITION SUMMARY:

The Recreation Associate will plan, organize, and implement a robust calendar of community programs and events for Daybreak Residents. They must embrace the five community pillars: connectivity, life-long learning, healthy living, giving back, embracing arts and diversity.

- Creating weekly or monthly programming for residents of all ages
- Assisting with signature events
- Execute, run and host monthly events
- Event set up and break down
- Contributing to a successful summer concert series

ESSENTIAL DUTIES:

The Recreation Coordinator position is not a desk job. Many events are held on weekends and evenings; a flexible schedule is required.

- Assisting with planning and execution of community events and programs
- Corresponding with vendors and residents
- Vehicle care and maintenance
- Administrative duties found in a typical office setting

Additional duties or job functions may be required as deemed necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience working with community groups
- Strong skills with Microsoft Office programs
- Communication skills; written and verbal
- Problem solving and issue resolution skills
- Experience with volunteers

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Recreation Coordinator should be physically able to perform and assist in the various roles and responsibilities as described including:

- Event set-up and break down
- Ability to routinely lift 50 pounds
- Stand for extended periods of time
- Work outdoors in the heat and cold

MINIMUM QUALIFICATIONS:

- Valid driver's license and an excellent driving record
- Education or experience with event planning
- Two-years customer service experience

PREFERRED QUALIFICATIONS:

- First Aid/CPR/AED certified
- Nonprofit agency or organization experience