

## **COMMUNITY & RECREATION EVENT COORDINATOR**

**OPENING DATE:** 10/18/2024

**CLOSING DATE:** Open until filled

*(Job openings are posted for a minimum of three calendar days. The review and selection process may begin as early as the fourth day after posting. This opening may be removed from posting boards and filled any time after the minimum posting period has ended.)*

**SALARY:** GRADE 12 Minimum \$58,346.70 - Maximum \$82,904.64 annually (\$28.05 - \$39.86 hourly; salary will be dependent upon education and experience; the City generally hires between minimum and midpoint of the salary range)

### **GENERAL DESCRIPTION:**

Under the supervision of the Events & Operations Director, the Community & Recreation Event Coordinator will organize, coordinate, and create recreation programs, classes, and special events that meet the needs of both youth and adults in Riverton City.

### **EXAMPLES OF DUTIES:** (These examples are not all-inclusive)

- Coordinate community events, recreation programs, classes, and other events for adults and children.
- Set dates, times, rules, and prices for community events and programs as appropriate.
- Coordinates sponsorships with local businesses.
- Perform general office functions including answering phones, taking money, cash receipting, and customer service.
- Works with purchasing to put out bids for supplies.
- Respond to citizens' needs, requests, and complaints.
- Creates and conducts surveys for programs to help improve existing programs and understand community needs.
- Coordinates volunteers with the Formally Organized Riverton Protocol Organizations.
- Creates new events and programs as requested by City Administration.
- Assists in preparing budget and making recommendations for programs.
- Supervise part-time and seasonal employees and volunteers working on events and programs.
- Coordinate employee events and functions.
- Prepare Riverton City booth for outside events.
- Find solutions and solve problems to improve the Recreation Division.

- Any other responsibilities that would be required to maintain effective operations of the department.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree (B. A.) from a four-year college or university in parks & recreation management or a similar field is required.
- Equivalent experience is acceptable in lieu of a formal degree.
- 2+ years of experience in city event and recreation planning is required
- 2+ years of experience in designing and publishing brochures, flyers, calendars, etc. is required.
- Must possess a valid Utah Driver's License with a good driving record

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to remain calm and professional in difficult situations
- Ability to act with integrity, professionalism, and confidentiality
- Ability to prioritize work based on department and production objectives
- Ability to manage projects simultaneously
- Must be highly self-motivated
- Must be able to work evenings, weekends, and some holidays when needed; the schedule may vary on a weekly basis
- Positive attitude and ability to work with a variety of different people at various levels
- Must have strong oral and written communication skills
- Must be strong in multi-tasking and problem-solving
- Required to have strong influence/interpersonal skills and be effective in team interactions
- Proficiency with Word, Excel, PowerPoint, and Outlook is required
- Must be proficient with a PC or laptop, email, and internet

**SPECIAL REQUIREMENTS:**

Successful candidates must pass a pre-employment drug test, a background screen, provide a copy of their current driving record, pass a physical capacity test able to lift up to 50 lbs., and provide employment verification with form I-9. This position has a six-month probation period.

**TAKE NOTE:**

We will correspond via email so be sure that Riverton City and Applicant Pro domain is selected for your safe senders' list.

Riverton City is an Equal Opportunity Employer.

