



JOHN SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: SPECIAL EVENTS COORDINATOR (P-T)	PAY RANGE: \$15-19/HR	CLASSIFICATION/ GRADE: 19 hrs/week	EEOC
LOCATION: PARKS & RECREATION	APPLY BY: March 27, 2009	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

Working under the direction of the Superintendent of Parks, responsible for assisting in the planning of year-round, seasonal and special recreational activities and programs for the Town of Newington.

Job Scope:

- Planning, promotion, and coordination of special events sponsored by the Parks & Recreation Department
- Planning, promotion, and coordination of bus trips sponsored by the Parks & Recreation Department
- Secure donations and sponsors from community businesses
- Work with other departments and community groups in conjunction with events and trips sponsored by Parks & Recreation
- Assist other Department staff as needed

Duties:

- Assist Recreation Supervisors in planning special events and trips
- Develop promotional materials and press releases for events and trips
- Responsible for all planning, coordination, and evaluation of special events sponsored by the Parks & Recreation Department
- Attend meetings with other departments for event planning and joint ventures
- Responsible for securing donations and sponsorships from local businesses
- Obtain, train, coordinate, and supervise volunteers as needed for events
- Ensure completion and compilation of all event evaluations and financial reports
- Assist with customer service, including answering phone calls and front counter registrations
- Other duties as may be required

Education / Experience Required:

- Bachelor's Degree in Recreation Management, Event Coordination, Marketing, Communications, or related field is highly desirable, and/or
- Minimum of 5 years' experience in recreation working with community events or relating field including at least 2 years in event planning

See attached for other requirements.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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