

Newington Parks & Recreation Department

Special Events Coordinator

Job Title: SPECIAL EVENTS COORDINATOR

Type of Job: Part Time (19 hours per week—no benefits)

Reports to: Superintendent of Parks & Recreation

Location: Newington Parks & Recreation Department

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

List of 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

Knowledge, Skills and Abilities:

- Ability to work well with others
- Ability to work well with limited supervision
- Organized
- Computer skills including Publisher and Excel
- Leadership skills
- Ability to take initiative
- Public Relations
- Establish and maintain effective working relationship with staff, volunteers, participants, other departments, and the general public
- Excellent oral and written skills
- Creative ability in planning events

Required Physical and Mental Effort and Environmental Conditions:

- Sufficient stamina to regularly stand, sit, and walk.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to talk and hear.
- Occasionally required to smell in order to define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Physical agility to push/pull, squat, twist, turn, bend, stoop, kneel, crouch, crawl, and reach overhead.
- Mobility sufficient to move about the work place and walk on uneven surfaces.
- Strength to lift 20 pounds from the floor, and occasionally up to 40 pounds of boxes containing equipment, paper, or other materials.
- Manual dexterity sufficient to write, use telephone, computer, business machines, and occasionally assemble games, toys, etc.
- Vision sufficient to detect and distinguish between different colors, read fine print, and visual display terminals.
- Hearing sufficient to conduct conversations occasionally over the noise from groups of people, in-person and using the telephone.
- Working conditions may vary from day-to-day with occasional need to work outdoors in sun, heat, fog and rain, at night and on weekends and some holidays, and may be subjected to long periods of standing and/or walking.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.