

# Parks and Recreation Department

## Special Events Coordinator

FLSA Status: Non-Exempt

### General Definition of Work

This position is responsible for developing, implementing and managing Westfield Parks and Recreation Department Special Events and related work as apparent or assigned. Work is performed under the limited supervision of the Parks and Recreation Director. Office hours for this position are 7:30 a.m. to 4:30 p.m. Monday through Friday with one hour for lunch. Hours are subject to change due to work demands or as needed.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

Serves as Event Coordinator for Parks and Recreation Special Events: Establishes event timeline/deadlines; creates event master schedule; sets budget; work with Logistic (park maintenance and public works) for event set up/tear down; work with Public Safety officials on event emergency plan; coordinates event meetings (setting agenda and sending minutes); monitors all essential personal to assure they are meeting deadlines; approves all expenditures and make sure event is on budget; oversees contract negotiations; tracks all invoicing, revenue and payments; works with volunteers to make sure all event needs are addressed

Supports Parks Department events with sponsorship solicitation and facilitation, grant writing and administration,

Works with Public Affair on marketing campaign coordination for each event

Develops desired entertainment and vendor needs for each event; establishes entertainment budget; researches entertainment options; determines staging needs and potential providers; establishes entertainment schedule; coordinates day of schedule with entertainment and vendors; works with Public Safety and submits and receives all necessary local and state permits

Develops, yearly Special Events budget and oversees its administration

Cultivates support resources by developing and maintaining marketing and volunteer partnerships with outside organizations.

Assists in developing, planning and implementing press tours, ground breakings, grand openings, and other special events in conjunction with Public Affairs Department

Implements existing and develops new policies and procedures as it pertains to Special Events

Attends and participates in division, department and special meeting.

Recruits, interviews, trains, and supervise volunteers as needed for special events, utilizing the online volunteer management system.

Develops new event opportunities for the City

### Knowledge, Skills and Abilities

Sufficient comprehension to deal with and resolve unusual and difficult problems. Handles a variety of typical assignments and problems independently. Requires the application of a variety of procedures, policies and/or precedents; requires some knowledge of contractual services and negotiating contracts; moderate analytic ability in adapting standard methods to fit facts and conditions. Complicated policies, procedures and materials that contain specialized words and phrases (jargon and technical language) that could have several meanings. Read, summarize and/or compare straightforward workplace data and graphics, such as flow charts, maps, standard tables, order forms, tax tables. Regular contact with persons of importance and influence involving considerable tact, discretion, and persuasion. Ability to motivate and recruit volunteers; Working knowledge of office equipment (copier, fax, printer, personal computer, telephone, etc.). Working knowledge of office software (Word, Excel, PowerPoint, Access, Adobe Creative Suite, etc.). Working knowledge of structure and operation of city, county, state and/or federal government. Working knowledge of laws, codes, regulations and ordinances as relates to town, county, state and federal government and additionally how these laws and regulations relate to Special Events.

### **Education and Experience**

Bachelor's degree with coursework in Parks and Recreation, Event Planning, Public Relations, Communications, or related field and moderate experience in event planning, public relations, communications, public presentation, graphic design, sponsorship/grant solicitation, or equivalent combination of education and experience. Certified Park and Recreation Professional or willingness to obtain certification within four years of hire.

### **Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force; heavy lifting requirement up to 75 pounds; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; operating machines and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid commercial driver's license in the State of Indiana  
CPR Certification  
First Aid Certification  
CPRP Certification