

## **RECREATION EVENTS COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for a range of services related to the use of recreational facilities for a variety of events. The employee is responsible for the administrative tasks involving facility rental including registering, reserving, scheduling, fee collecting and other clerical tasks. The employee is also expected to be on site during events on evenings and weekends to act as the point of contact during the use of facilities by greeting visitors, answering questions, ensuring that facilities are used in accordance with rules and regulations and providing support as needed. Work is performed under general direction of a higher level employee. As job familiarity increases, the employee will have independent judgment in assessing unusual situations and determining the best method in resolving the matter in an efficient and safe manner under specific rules and regulations. General direction is usually provided to assigned interns, aides, and members of maintenance and custodial staff assigned to the event or activity.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Reviews required space reservation applications, checks documents for completeness, schedules reservations, and collects payments;
2. Reviews facilities reservation schedule to ensure that arrangements and accommodations have been made and all personnel and facilities are properly scheduled; resolves scheduling errors or conflicts;
3. Develops flyers and advertisements for distribution for upcoming events and programs;
4. Assists with general office work, such as ordering supplies, filing, and record keeping;
5. Directs staff members in moving furniture, setting up and removing equipment and cleaning up after activities;
6. Monitors events and activities, assisting users when necessary and generally ensuring that facilities are used in accordance with rules and regulations;
7. Inspects buildings and facilities after use to assure that buildings are properly vacated and secured;
8. Reports needed repairs and any recommendations or problems concerning activities or facilities to appropriate staff;
9. Informs participants when activities have been canceled, rescheduled or relocated.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of facilities, procedures, rules and regulations in relation to the scheduling and use of facilities;

Skill in operating office equipment to produce work accurately and efficiently;

Ability to interact with a variety of people for the purpose of exchanging information concerning programs;

Ability to use independent judgment in applying rules and regulations to specific cases;

Ability to accurately conduct monetary transactions;

Ability to communicate effectively both orally and in writing;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**RECREATION EVENTS COORDINATOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND

- EITHER:       (A)     Completion of a minimum of sixty (60) credit hours at a regionally accredited or New York State registered college or university and one (1) year of full time work or volunteer experience involving event planning or coordinating a recreation program;
- OR:            (B)     Three (3) years of full time work or volunteer experience involving event planning or coordinating a recreation program;
- OR:            (C)     An equivalent combination of training and experience within the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

1.       Possession of a New York State Driver license at time of application.
2.       An appointing authority may require completion of a basic first aid or CPR course by the end of the probationary period and maintenance of these licences/certifications throughout duration of employment.

ADOPTED:    2/7/2018