

Job Description

Job Title: Recreation and Event Coordinator

FLSA Classification: Non- Exempt

Job Summary/Objective

The City of Millersville has the expectation for the person in this position to be a motivated, creative individual with excellent communication, organization and management skills to coordinate and oversee the community center facility and rentals, as well as organize and manage programs and special events. The applicant must possess a passion for customer service and community activities and growth.

Examples of Duties

The Event Coordinator will oversee all aspects of the community center including:

- Coordination of facility rentals and set-ups
- Coordination and oversight of logistical support for rentals and special events
- Collection of payments, deposits, and management of refunds
- Coordination of onsite operations and maintenance
- Scheduling of onsite tours and maintaining an up-to-date calendar of events
- Developing and facilitating special programs for targeted groups
- Planning and coordinating publicity and marketing efforts
- Developing content for events and programs, including publications, website and media
- Coordination and management of volunteers
- Working with city staff to prepare and manage city sponsored events

Requirements:

- Knowledge of program management and event planning
- Knowledge of recreational programming and recreation facility operations
- Knowledge of budget and program evaluation
- A good understanding of social media outlets and management of website material
- Ability to manage workload, recognize priorities and meet deadlines
- Ability and interest in working in a community setting and with a team of workers
- Ability to work with diverse populations
- Excellent communication skills including group presentations and writing
- Physical ability to work outdoors and perform physically demanding work
- High School Graduate or equivalent
- Public Relations, administration, or community events work preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer with intermittent physical activity, changing rooms, setting up and breaking down event rooms, moving tables and chairs, daily sweep of grounds for litter and trash collection
- Must be able to lift up to 25 pounds at times.

Hourly Rate: DOE \$15.00-\$17.00 per hour