



Title: Programming and Events Coordinator

FLSA Status: Non-Exempt

SAFETY STATUS: Non Safety Sensitive Position

BRIEF DESCRIPTION:

Under general supervision of the Director of Recreation, the Programming and Events Coordinator is responsible for aiding with the development, planning, execution, and evaluation of programs and events for the Rick Taylor Recreation Center. This position is also responsible for specified City events, including, but not limited to: 4th of July Celebration, Christmas in God's Country (in conjunction with the HACC), The Motorcycle Gypsy Rally and other assigned community events. This customer and community-oriented position will coordinate with recreation staff and outside organizations to achieve goals and objectives set by the Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for aiding in planning, preparing, and executing special events and nature-oriented recreation programs. Includes setting up and take down at multiple facilities in the Recreation Department.
- May be subject to early morning, late hours or weekend work scheduling as necessary to facilitate programming and events.
- Maintain supplies, equipment, and materials in support of recreation programs.
- Reports to management regularly regarding program performance, attendance, and perception.
- Design, develop and deliver promotional program materials for the Rick Taylor Recreation Center via social media, flyers, and brochures.
- Help identify trends and evaluate current programs to ensure a high degree of innovation and quality in service.
- Aid in preparing and delivering presentations using PowerPoint and other audio-visual equipment.

ADDITIONAL RESPONSIBILITIES

- Other duties include, but are not limited to, leading interpretive recreation programs such as tours, pop-up booths, hands-on demonstrations, in-person classes, youth and adult programming, providing customer service, and performing office and front desk duties, as necessary.
- During the Recreation Center's youth camps, this position will act as a Camp Supervisor. Duties include, but are not limited to, designing/implementing education/curriculum activities, supervising Camp Counselors and campers, filling out incident reports, conducting program evaluations, and leading various recreation and education activities.



- This position includes assisting with preparing and executing programs in a variety of locations and facilities in the Hondo Recreation Department.

REPORTS TO:

This position reports to the Director of Recreation.

SUPERVISES:

Seasonal staff and independent contractors as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Under general direction, the Programming and Events Coordinator participates in planning, coordinating, implementing, promoting, and overseeing activities of selected recreational programs, and special events. This position is also responsible for specified City events, including, but not limited to: 4th of July Celebration, Christmas in God's Country (in conjunction with the HACC), The Motorcycle Gypsy Rally and other assigned community events. The Programming and Events Coordinator also prepares program marketing materials, including flyers, pamphlets, and brochures; assists in the development of classes, schedules and implementation of activities and programs throughout Recreation; and chaperones youth, adults, and seniors during programs.	50%
2	S	Provides administrative support to the Director of Recreation by collecting and inputting data; maintains inventory, distributes and orders supplies and equipment for programs and events.	25%
3	S	Provides clerical support by assisting in program and event registration, answering telephones, cashiering for memberships and program fees; performing customer service to patrons; entering data, filing, and ensuring materials are organized; maintaining correspondence with other divisions or agencies; and may respond to public inquiry about the facility.	15%
4	M	Maintains City facilities as needed for programming and events by sweeping and mopping tiled and gym floors; cleaning equipment;	10%



dusting; cleaning windows and glass surfaces; and cleaning, sanitizing and restocking bathrooms.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Under and including one year.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended during interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	Receives Direction: Within this job, the employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. The employee has some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Class C Driver's License



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
--	--	--	--	--

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	observing work site, observing work duties, communicating with co-workers
Sitting	F	desk work, meetings, driving
Walking	C	to other departments/offices/office equipment, around work site
Lifting	O	supplies, equipment
Carrying	O	supplies, equipment
Pushing/Pulling	O	file drawers, equipment, tables and chairs
Reaching	F	for supplies
Handling	F	paperwork
Fine Dexterity	F	computer keyboard, calculator, telephone pad
Kneeling	R	retrieving items from lower shelves/ground
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	O	filing in lower drawers, retrieving items from lower shelves/ground, making repairs
Twisting	O	from computer to telephone, getting inside vehicle, performing exercises
Climbing	R	ladders, step stool
Balancing	R	on ladders, on step stool
Vision	C	driving, observing work site, reading, computer screen
Hearing	F	communicating with co-workers and public and on telephone
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Phone, copy machine, calculator, vehicle, computer

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	--	---	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	O
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	O
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Gloves for cleaning equipment

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center	X		

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.