



JOB TITLE: PT Community Event Specialist	FLSA CLASSIFICATION: Non-Exempt
DEPARTMENT: Recreation	REPORTS TO: Public Works Director
	SUPERVISES: None

SUMMARY

This position will perform the functions associated with City’s Recreation Programming. These functions and duties include development, organizing, coordinating, and supervising recreational programs including the activity center; planning and scheduling educational and recreational programs for seniors, youth, and families. Other duties as assigned by the Public Works Director to assist in the operations of the Recreation Department of the City.

ESSENTIAL JOB DUTIES

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

Recreation Department:

- Schedules activities and events throughout the year for seniors including social (including with other senior groups), recreational, educational, speakers, and assist in finding senior resources, etc.
- Assist preparation of grants for park, trail, recreation, and senior activities.
- Designs, promotes, and implements programs and activities for youth and families.
- Designs, promotes, and implements annual city-wide events including but not limited to, The Easter Egg Hunt, Jack O’ Lantern Pumpkin Trail, Concerts in the Park, Family Fun Night, Holidayton, Winter Medallion Hunt, and additional events as assigned.
- Assists, when needed, in organizing city-wide events such as Night to Unite, City wide Garage Sale, and others.
- Coordinates and supervises volunteers for City programs and activities for seniors, youth, and families.
- Determines need for program adjustments to maintain or increase levels of participation.
- Coordinates various recreation programs with other agencies and organizations to establish cooperative efforts and facilitate services.
- Keep program records updated. Prepare quarterly and annual reports which identify existing program activities, extent of participation, financial overview, and current trends.
- Assists with managing the Activity Center facility, this includes but is not limited to cleaning, managing rentals, coordinating with other City departments for building maintenance, and various other items as needed.
- Requisitions necessary materials, supplies and equipment.
- Makes recommendations concerning Activity Center budget and long-term plan, policies, and procedures.
- Assists with the Parks Commission meetings preparing meeting packet, giving updates on Parks and Recreation activities and programs.

Other Duties

- Respond to phone, fax and in-person inquiries and requests for information. Directs calls, takes messages, provides information and assistance, or refers to another staff member as appropriate.
- Attend Parks Commission meetings.
- Complete regular updates to all city forms related to recreation programming and the Activity Center.
- Other projects as assigned.



QUALIFICATIONS

Preferred Knowledge, Skills, and Abilities:

- General customer service skills including ability to communicate rules and direction to others.
- Ability to work effectively with adults and children.
- Ability to work independently without constant supervision.
- Good leadership skills as well as organizational skills.
- Grant writing.
- Ability to establish effective working relationships with fellow employees, supervisors, and the public.
- Basic computer processing skills including MS Office and Excel.
- Ability to effectively communicate pertinent information to the City Administrator, Public Works Director, and other employees as necessary.
- Must act in a decisive manner using good judgment.
- Must be able to assess problems and situations and be able to anticipate needs and evaluate alternatives.
- Must be able to effectively interpret the policies and objectives of the department.
- Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence.
- Must represent the organization to other agency staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.
- Must be able to utilize work time properly and productively.

Minimum Requirements:

- Education in Recreation, Parks, and Leisure Services or related fields. Previous experience working with seniors or youth.
- Must possess valid driver’s license.
- Ability to speak and write English clearly; additional languages are a bonus.
- Must be able to read and understand correspondence, memoranda and directives.
- High School Diploma or GED

Physical Demands:

This work requires periodic lifting of up to 25 pounds; work regularly requires sitting, speaking or hearing, using hands to handle or feel, and repetitive motions, frequently requires walking and reaching with hands and arms and occasionally requires standing and lifting; work has standard vision requirements; 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; work requires observing general surroundings and activities; work is generally in a moderately noisy location. Work interruptions are frequent.

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Dayton.

Employee Signature

Printed Name

Date