



Parks & Recreation Department

Job Description

Title: SPECIAL EVENTS COORDINATOR/PARKS WORKER

Type of Job: Seasonal, combined position

Responsible to: Parks and Recreation Director

Location: Parks and Recreation Department

Job Scope:

1. Planning, promotion and coordination of special events sponsored by the Parks and Recreation Department within the time-frame of their employment.
2. Publicity and promotion of the Parks and Recreation Department's summer program.
3. Assist community groups and individuals with their special event requirements.
4. Assist other Parks and Recreation Department staff or other Town staff when required.
5. Assist the Parks Supervisor in the performance of their duties
6. Maintain all park areas and facilities under the jurisdiction of the Parks and Recreation Department.
8. Assist in care and maintenance of all parks equipment.

List of Duties:

1. Assist the Parks and Recreation Director in planning and scheduling summer programs and events.
2. Develop promotional materials and packages for all summer programs and events. Coordinate press releases.
3. Responsible for all planning, coordination and evaluation of special events sponsored by the Parks and Recreation Department.
4. Assist other program staff with their responsibilities.
5. Ensure completion and compilation of all program reports and financial statements.
6. Maintain a record of work activities, registration statistics, accident and damage reports and evaluations.
7. Carries out routine maintenance tasks required.
8. Reports damage and accidents.
9. Conducts repairs and improvements.
10. Provides assistance to other Parks and Recreation Department staff and other Town departments as required.
11. Assists in maintenance and minor repairs to all parks equipment.

Education Required:

1. First year university in related field, or comparable experience.
2. Good written and verbal communication skills.
3. Training in equipment maintenance, landscape maintenance or related subjects (preferred).

Special Knowledge and Skills:

1. Ability to work well with others.
2. Writing, composition skills.
3. Ability to initiate action plans.
4. Ability to work well under limited supervision.
5. Organizational ability.
6. Valid Nova Scotia Driver's license - Class 5
7. Proven leadership ability.
8. Supervisory skills.
9. Computer skills including word processing, graphics applications, email, Internet
10. Current First Aid certification
11. Knowledge of techniques and skills required to perform maintenance duties.
12. Ability to learn new skills.
13. Small equipment operation skills

Work Experience Required:

1. Previous experience with special events and/or recreation programs.
2. Experience in working with other people/groups.
3. Previous experience in park maintenance related work, or similar tasks.
4. Previous experience in tasks required to complete job duties.

Contacts:

1. Parks and Recreation Director
2. Other Department staff
3. Community groups and volunteers
4. General public
5. Parks Supervisor
4. Other Town staff

Supervision Exercised:

1. May supervise other staff from time to time.
2. General monitoring of all Department programs and special events.
3. Supervision or monitoring of the condition and use of park areas and facilities.

Reporting Relationships:

1. Reports to the Parks and Recreation Director and the Parks Supervisor
2. Prepare written reports and evaluations on all programs and events.
3. Coordinates and compiles Summer Program Report.
4. Written reports of inspections, damage, accidents.
5. Assists in preparing reports on work activities, special projects.

Other:

Completion of:

1. Consent for Disclosure of Criminal Record Information
2. Child Abuse Register – Request for Search
3. Driver's License Client Record Abstract

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