



Parks & Recreation Department

Job Description

Title: SPECIAL EVENTS COORDINATOR

Type of Job: Seasonal

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.

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.

Education Required:

1. First year university in related field, or comparable experience.

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

Work Experience Required:

1. Previous experience with special events and/or recreation programs.
2. Experience in working with other people/groups.

Contacts:

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

Supervision Exercised:

1. May supervise other program staff from time to time.
2. General monitoring of all Department programs and special events.

Reporting Relationships:

1. Reports to the Parks and Recreation Director.
2. Prepare written reports and evaluations on all programs and events.
3. Coordinates and compiles Summer Program Report.

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