

ORGANIZATION:	City of Sherwood	DATE: 2010
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Community Services	
FLSA STATUS:	Non-Exempt	
JOB TITLE:	Recreation Coordinator- Events and Volunteer Program – Pay Group 6	

PURPOSE OF POSITION:

Coordinate and promote City events such as the summer concert series, Movies in the Park, Library Programs and other Cultural Art activities. Coordinate and manage City's volunteer program. Coordinate advertising and publicity for the Community Services Department, including the Library and the Old Town Field House.

ESSENTIAL JOB FUNCTIONS:

Coordinate, implement, oversee, and promote City events within the City, including coordination with internal departments (including Public Works and Police), Sherwood School District, TVF&R, other outside agencies. Set up and tear down City events.

Coordinate summer concert series and Movies in the Park; including securing sponsors, vendors and arranging entertainment. Process and distribute payments and collect money as needed. Arrange for purchase or rentals as necessary. Serve as point of contact and coordinate day of event logistics.

Coordinate request from community groups for use of City resources and facilities.

Coordinate advertising and promotions for the Community Services Department, including the Library and the Field House. Publicize and promote events and activities through publications, radio, banners, flyers, postcards, websites, etc. Develop and create promotional posters and mailers.

Manage the Special Event Permit process by working closely with each department to coordinate requests.

Attend City boards and commission meetings as assigned. Take and record meeting minutes.

Manage and expand City's volunteer program. Recruit, manage, train and supervise volunteers. Update and report volunteer hours and functions to the Risk Management department.

Update department website working closely with the System Administrator to post information on the City web site. Update department used software systems that assist in tracking and reporting functions.

Manage records for the Community Services Department.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Undertake special recreation projects and research as directed by the Community Services Director. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of recreation management principles and practices, program development and management. Equivalent to high school plus additional specialized training and

over 3 years experience in performing similar duties, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Must have excellent written and verbal communication skills to interact with staff, vendors, other organizations and the general public. Must also have excellent organizational skills and must be able to multi task.

DESIRABLE REQUIREMENTS: Previous experience with municipal parks and/or recreation programs and volunteer programs. Previous experience in successful Grant writing.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 50 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Work activities take place under both usual office-working conditions as well as outside. Outside activities, with exposure to rain, dirt, dust, fumes, etc. take place less than 40% of the work period.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. Provide training and orientation to staff, volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the direction of the Community Services Director.