



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

COORDINATOR I, PARKS SPECIAL ACTIVITIES

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical professional and responsible administrative work planning, organizing and coordinating a variety of special county-wide events, programs and activities; does related work as required. Work is performed under regular supervision. Limited supervision is exercised over assigned full-time, maintenance and seasonal staff.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and coordinating special programs and events; determining program needs; maintaining necessary liaisons and contacts; maintaining records and files.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, develops and coordinates a variety of special programs, trips, day camps, classes and other special events for County youth, adults and visitors;

Determines program and event, selects location and orders supplies;

Maintains continuing contact and liaison with out-side agencies, sponsors, participants, visitors and citizens to ensure effective presentation of the event;

Coordinates and assists with ongoing and repeating events, tournaments, etc.;

Promotes programs and events via fliers, news media and schools;

Solicits and obtains program and event sponsors;

Speaks to groups and civic associations concerning department and the programs and services it provides;

Registers program and event participants; receives, receipts and processes fees;

Sets up and ensures participants are aware of appropriate rules, regulations, policies, etc.;

Selects judges and other program/event assistants;

Organizes and develops specialty events and tournaments; selects sites, advertises programs, registers participants and purchases refreshments; obtains equipment;

Participates in the short and long term planning process for the department;

Helps prepare annual budget request;

Plans, develops, oversees and possibly instructs facility exercise classes;

Supervises part time facility supervisors;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, rules, techniques, materials and equipment required for a variety of special events and activities; thorough knowledge of the philosophy and objectives of public relations; ability to instruct participants and adhere to program standards and objectives of public and special events; some knowledge of public relations and media techniques; ability to meet and deal tactfully with the public; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in recreation/leisure services, public relations or related field and some experience in special events or organized recreational programs.