



City of Denton Job Description

Effective Date:	5/30/2018
Revision Date:	
Position ID:	GT0731
Pay Grade:	G07
FLSA Designation:	Non-Exempt
Safety Sensitive:	N
DOT:	N

Title: Recreation Coordinator – Special Events

Department/Division: Parks and Recreation / Leisure Services

Reports to: Recreation Supervisor

Definition: Responsible for developing and implementing new programs, events, and activities; coordinating and assisting existing Parks and Recreation special events and fostering the development of new community partnerships and sponsorships.

Essential Functions:

- Supervises temporary seasonal personnel, contractors, and volunteers including interviewing applicants, coordinating training, monitoring work tasks, coaching and evaluating work performance, scheduling staff and assisting with payroll.
- Coordinates and oversees the development of new and existing events and activities, timelines, vendors, and volunteers; and provides on-site support including, but not limited to, set-up and take-down, safety, and communications.
- Develops new community events, partnerships, and sponsorship acquisitions; and assists the Recreation Supervisor with existing events, partnerships, and sponsorships.
- Cultivates relationships with community organizations, volunteers, and other City staff and departments relating to special events and program delivery.
- Processes events into CivicRec and collaborates with the Community Events Coordinator and Recreation Supervisor to ensure all events and rentals are properly booked.
- Processes pre-event and post-event correspondence and surveys to ensure a successful experience and maintains the customer and/or attendee database to build retention.
- Participates in the development and implementation of special event and program budgets and contracts, and maintains proper financial records in accordance with PARD and City policies and ensures compliance with the City's internal cash handling policies and procedures.
- Distributes event and program marketing and promotion materials.
- Prepares reports, performance measures, and other illustrative materials, factual and/or statistical, as required or requested by management. • Understands, demonstrates, and clearly articulates the PARD mission and City's Core Values and ensures compliance with City ordinances, policies, and procedures.
- Maintains regular and punctual attendance

Additional Duties:

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- Assists processing Civic Center rentals and reservations pertaining to payments, contracts, tours, room preparations, and other duties as needed.
- Performs other duties as assigned

Minimum Qualifications / Acceptable Equivalency:

- High School Diploma/GED and 5 years of recreation experience and 1 year of supervisory experience

OR

- Bachelor's Degree in Recreation or a related field, 2 years of recreation experience and 1 year of supervisory experience

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

Core Competencies:

- Ability to communicate effectively both verbally and in writing
- Ability to form and maintain effective relationships with co-workers and customers
- Ability to analyze problems, make objective decisions, and execute them effectively without prompting.

Conditions of Employment:

- Must have a valid Class "C" Driver's License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class "C" driver's license and state required minimum automobile liability insurance within 30 days of hire per state law)
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check
- Must be able to work overtime or outside of regular business hours when requested

Preferences:

- Bilingual in Spanish and English
- Prior event management experience
- Experience utilizing CivicRec/Point of Sale (POS) or similar recreation management software.
- Certified Parks and Recreation Professional preferred.

Physical Requirements:

Overall Strength Demands: The italicized word describes the overall strength demands of the functions performed by the incumbent during a typical workday.

- ***Sedentary – lifting no more than 10 pounds***
- Light – lifting no more than 20 pounds; carry up to 10 pounds
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

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Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for "how often":

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

7. Overhead Work: A

8. Fine Dexterity: E

9. Kneeling: A

10. Crouching: A

11. Crawling: A

12. Bending: E

13. Twisting: E

14. Climbing: A

15. Balancing: N

16. Vision: Y

17. Hearing: Y

18. Talking: Y

19. Video Display: Y

20. Other:

Task: Code:

1. Standing: A

2. Sitting: E

3. Walking: A

4. Lifting: I

5. Carrying: A

6. Pushing/Pulling: A

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the use of a personal computer, telephone, and various office equipment.

Environmental Factors:

The essential functions of this position are performed in an office environment.

This job description is not an employment agreement, contract agreement, or contract. Management has the exclusive right to alter this job description at any time without notice.