



## Special Events Coordinator

### Gurnee Park District

**Contact Name:** Mary Lester

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**Contact Phone:** 847-599-3745

**Closing Date:**

**Salary:** \$15 - \$18 hourly

#### **Description:**

Under the direction and supervision of the Supervisor of Community Programming and Events, the Special Events Coordinator is responsible for supporting special events, and volunteers. This is a part-time hourly position with the Recreation Department. This position will be scheduled 25 hours a week to best meet the needs of the community and organization. Position expected to work nights and/or weekends in conjunction with special events.

#### **QUALIFICATIONS**

- **Experience** – A minimum of two years of related experience in a related position. Experience with a recreation, events, sports, or fitness organization preferred.
- **Education** – High School diploma or GED is required.
- **Skills/Competencies** – Candidate must be an individual who is willing and able to work independently, within teams and across multiple departments seamlessly. Candidate must have strong verbal and written communication skills; be able to create, facilitate and evaluate special events; be detail-orientated and a multi-tasker; and have a thorough understanding of community events and recreation principles. Candidate must also have experience with RecTrac (or other registration software) or the ability to quickly learn and gain an understanding of the Park District's registration software.
- **Certifications** – Must have a valid driver's license. First-Aid, CPR, and AED certifications are required within 90 days and must be maintained. The Park District will provide training.

#### **ESSENTIAL FUNCTIONS OF THE JOB**

1. Provide exceptional customer service to our community and staff.
2. Assist with all the duties and responsibilities associated with the operations of the Viking Park Community Center front desk at Viking Park as needed.
3. Assist Supervisor of Community Programs and Events with the planning of new and ongoing special events each year.
4. Lead, manage, and troubleshoot all assigned programs and events.
5. Prepare event details for brochure copy seasonally as assigned.
6. Manage registration, waitlists, and communications to event participants.
7. Submit work requests as needed for district events using RecTrac and MainTrac.

8. Book entertainment for events as directed by Supervisor.
9. Shop for, prepare, and manage inventory of all supplies needed for events.
10. Follow budgetary guidelines within each program and event.
11. Coordinate volunteer needs with the Supervisor of Community Programming and Events in advance of the event; coordinate volunteer check-in, assignments, and all other related needs during events.
12. Work in partnership with outside partnering organizations on collaborative community events.
13. Work cooperatively with other departments to ensure smooth program and building operations.
14. Assist the Supervisor of Community Programs and Events during larger scale events.

### ***ADDITIONAL DUTIES AND RESPONSIBILITIES***

1. Identifies development opportunities and attends approved training and seminars to advance skills and stay abreast of new special events trends.
2. Perform related work as requested by the Supervisor of Community Programming and Events, Director of Recreation, and the Executive Director.
3. Other duties as assigned.

### ***HOURS AND COMPENSATION***

- Hours will vary from week to week based on assigned events and programs up to 25 hours per week. Many programs and community events will be held during evening and weekend hours.
- \$15.00 - \$18.00, hourly. Starting pay rate will be commensurate with the qualifications and experience of candidate.
- Benefits include: Paid time-off (PTO), program, pool pass, and concession discounts (some restrictions apply), FitNation fitness membership, IMRF pension, 403B deferred compensation plan (Mission Square), etc.