Special Event and Adult Recreation Coordinator
Oregon Park District

Contact Name: Dan Griffin
Contact E-mail: dan@oregonpark.org
Contact Phone: 8157323101
Closing Date:
Salary: 42,000-48,000

Description:
Qualifications: Bachelor's Degree in Parks and Recreation Administration or related field and/or minimum of 2 years related work experience in administration of programs and/or special events. Candidate should possess creativity, customer service, communication, management, and organization skills. First Aid/CPR/AED certified or the ability to obtain once hired. Ability to obtain CPRP certification when eligible. This is an exempt, 40 hour per week position with nights and weekends as scheduled for programs and events. This is an at-will position. Coordinator reports directly to the Superintendent of Recreation. Qualified applicants must submit a cover letter and resume via email to dan@oregonpark.org.

Position Summary: The coordinator is responsible for creating, planning, organizing, staffing, implementing, budgeting, and evaluating the following programs: Easter, Halloween, and Christmas events; Farm to Table Dinner; Summer Concert Series; Adult Programming featuring tastings, tours, and craft classes. As coordinator you will work closely with local Oregon businesses to create these unique opportunities for adult programming. Coordinator is responsible for assisting in customer service, which includes, but is not limited to customer issues, comments, complaints, and concerns and respond to internal and external phone calls, e-mails comments and suggestions in a timely manner. Coordinator must perform all job tasks within the rules and guidelines of the Oregon Park District's policies and procedures. Coordinator is responsible for preparing budgets, financial reports, and staffing needs, while making recommendations for revenue and expenditure adjustments.

Employee Benefits: Medical, dental and vision coverage – Life Insurance – IMRF Pension Plan – Paid holidays, sick time, and vacation time

A full job description is available upon request.