



Coordinator of PPD Events & Programming

Pleasure Driveway & P.D. of Peoria

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$35,000 - \$40,000 annually based on qualifications & experience.

Description:

OUR MISSION

We contribute to a healthy and vibrant Peoria community by responsibly using our District resources to offer high quality parks and recreation experiences to those who live, work and play in our District.

OVERVIEW

Under the general supervision of the Supervisor of Peoria Park District Events, the Coordinator of PPD Events and Programming is responsible for a number of specific tasks as outlined below. Responsibilities include coordination of PPD-supported events and festivals at both Peoria RiverFront and across the District's many spaces and places as assigned. As time allows, the Coordinator may be asked to support the District's recreation facilities and activities during times when special events are not scheduled (November through March). This position will be heavily focused (approximately 60% – 70%) on event-site work as it relates to events, including, but not limited to, overseeing event set-up/tear-down, supervising support staff, and working evening/weekend hours based on the facility schedule.

RESPONSIBILITIES

- Exercising independent judgement in planning, organizing, promoting, supervising and evaluating District programs and other Park District special events.
- Supervising set-up/tear-down crews and volunteers for events, often acting as the Lead Worker. Typical setup activities include setting up tents, tables and chairs, helping vendors connect to power sources, hanging signs, staging temporary fencing, installing trash boxes, and following event diagrams to place exhibitors in the correct location.
- Supporting the facilitation of Peoria Park District rental events across the District as needed.
- Selecting part time personnel for District events, conducting orientation, training (including instructing and demonstrating to crews) and evaluation of employees, interns and volunteers for whom the Coordinator is directly responsible.
- Working closely with relevant event personnel overseeing and ensuring that all concessions operations run as smoothly and efficiently as possible. Coordinator is expected to perform routine inventory of bar supplies, assist bartenders as needed and over-see cash flow at concession locations.

- Conferring with community groups, agencies and businesses to coordinate programs and to activate the Park District's leadership role in providing recreational services for all populations.
- Working closely with committees and other agencies to produce a specified number of community events. Act as the Park District liaison between community groups and the PPD Events division. Provide logistics, on-site, pre and post-event planning as needed or directed.
- Planning, scheduling and supervising the operation of the RiverFront Park and events, to include a written annual evaluation. Provide on-site technical expertise to event organizers.
- Act as a solicitor of vendors and exhibitors for assigned events. Managing function contracts to include implementation, initiation and follow-up.
- Establishing and maintaining files of correspondence, records, reports and other information as it relates to relevant District operations.
- Developing program goals and objectives under the supervisor's direction in accordance with overall goals and objectives of the PPD Events Division and the entire Park District.
- Assisting in the planning and coordination of select activities and special events at the District's non-RiverFront facilities.
- Preparing and submitting records and reports including registration, attendance, payroll, schedules and other documentation as requested.
- Follow all safety procedures that pertain to the duties performed. Support all aspects of the Park District safety program.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Four-year college degree with a major in Parks/Recreation & Tourism, Business or related field preferred. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for part of the educational requirement.
- Two years of experience in facility scheduling, special events and recreation programming and implementation preferred. Working knowledge of computers and general office procedures combined with a thorough knowledge of facility promotion, scheduling, function planning and follow up. Extensive knowledge of business office procedures. Understanding of Park District finance with ability to apply and interpret knowledge.
- Understanding of basic philosophy underlying a sound community recreation program and the ability to interpret that philosophy to staff and the public.
- Ability to work cooperatively with representatives of community, public and private groups and organizations; relate community interests to recreational programming; train, supervise and evaluate part time staff and volunteers; communicate effectively in speaking and writing.
- Ability to obtain a Beverage Alcohol Sellers and Servers Education and Training (BASSET) certificate.
- Ability to be professional, respectful, accountable, innovative, safe and equitable to both internal and external customers.

BENEFITS AND PERKS

- Paid sick days, vacation days and holidays.
- Longevity bonus program and wellness program.
- Pension and retirement programs and Social Security participating.
- Exceptional health plan.

- Paid Life Insurance.
- Disability Insurance.
- Full-time employees and dependents enjoy discounted recreation classes and free admission to select Park District facilities.

HOW TO APPLY

- View Employment Opportunities and complete an online application in the “Join Our Team” section at <https://peoriaparks.org/careers/>.
- Applicants may submit a resume, but to be fully considered for this position an online application must be completed.
- While we appreciate all submissions, due to high volume, only those applicants who are selected for interview will be contacted.
- Applications will be reviewed until position is filled.
- The Peoria Park District hires without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, sexual orientation, marital status, disability, pregnancy, military status or unfavorable discharge from military service, protected veteran status or on the basis of any characteristic protected by law. All qualified individuals are encouraged to apply.
- AN EQUAL OPPORTUNITY EMPLOYER.