



Special Event Coordinator Veterans Park District

Contact Name: Marge Stabile

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Contact Phone: 7083435270

Closing Date:

Salary: \$12.00/Hour

Description:

GENERAL PURPOSE

Creates, schedules, plans, organizes and coordinates Veterans Park District Special Events, including Active Adult events/luncheons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes, schedules and coordinates all park district Special Events, including Active Adult lunches and events.

Creates and implements themes and /or menus for park district Special Events.

Initiates purchase requests, purchase orders, check requests, bank requests, invoicing, refunding, and contracts for all park district Special Events, in collaboration with Event Leads.

Assist staff in seeking sponsorships and donations, including the coordination of the annual Softball Tournament sponsorships.

Coordinates facility wide holiday decorations with Facility Front Desk Staff and Maintenance.

Monitors participation numbers and waitlists for all park district Special Events.

Monitors expense and revenue reports in accordance to the budgets.

Assists the Assistant Director of Recreation with annual budget.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding district wide special events.

Promotes interest and provides information regarding special events to recreation officials, community service groups, other departments, and the general public.

Proficient in the park district's RecTrac program to enter participants, registrations, program numbers,

questions, retrieve reports, rosters and receipts.

DESIRED MINIMUM QUALIFICATIONS

High School Graduate required.

Bachelor's Degree/BS in Parks & Recreation or related field preferred.

Two years recreation experience including community center programming.

An equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one. First Aid and CPR certification.

Able to pass a criminal background check.