

## **Associate/Coordinator, Parks & Recreation - Draft 1/22**

### **JOB PURPOSE**

The Coordinator, Parks & Recreation for the Town of Millville, assists the Manager in all administrative functions, operational activities at the Evans Park and future park installations. This includes the active maintenance of event schedules, logistics planning and support, preparation of lease/booking agreements, billings, handling phone, internet, social media inquiries, maintenance of web pages.

Serve as an ambassador and host for assigned events and activities. Serves as a team member to keep event facilities and equipment clean and presentable.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

- The following statements describe the principal functions of this newly created position but should not be considered an all-inclusive listing of work requirements. Individual may perform other duties as assigned or required, including work in other related functional areas.
- Assists with the preparation of annual parks plans, budgets, fee schedules, and policies.
- Prepares event contracts, lease agreements and invoices.
- Prepares sponsorship support confirmations, thank you's and invoices. Tracks sponsor commitments, fulfillment, including recognition.
- Provide event details for marketing, communication, promotions, materials, and signage preparation.
- Assists with logistics planning and execution of town events and activities.
- Assists with social media presence for the recreation department and maintain parks & recreation web pages.
- Assists with vendor sourcing for town events.
- Provide customer service and handles general inquiries for use of and rental of the community center.
- Schedules events with Manager's approval and maintenance of the scheduling system.
- Update web site content and review for accuracy.
- Interact with park visitors and assist them as needed, be a front-line representative for the Town of Millville.
- Required to work at appointed hours and days, including some weekends and evenings in the execution of town sponsored activities

### **MINIUMUM REQUIREMENTS & QUALIFICATIONS**

- **Education:** Associates degree preferred, hospitality, hotel, park & recreation, High School graduate.
- **Experience:** Park & Recreation, hotel/event logistics or operations.

- **Computer/System Skills:** MS Office and overall computer proficiency.
- **Certificates, Licenses, Registrations:** CPR and First Aid Certification a plus.
- **Other Requirements:** Ability to stand for long periods of time and walk up to two miles. Ability to lift up to 15 lbs.

### **COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)**

- Skill in organizing, planning, and prioritizing work; plans to prioritize, organize, and accomplish work.
- Skill in writing; communicating effectively in writing as appropriate for the needs of the audience.
- Skill in speaking; talking professionally, talking to others to convey information effectively.
- Ability to work on routine tasks independently and confer with supervisor as needed.
- Ability to work effectively in a small staff environment.
- Ability to collaborate and coordinate diverse groups.

The Town of Millville is an Equal Employment Opportunity employer.

Compensation – Hourly position and may be a part time or seasonal position.

Reports to – Manager, Parks & Recreation

Direct Reports – None

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