

# CITY OF BARBERTON

An Equal Opportunity Employer

## POSITION DESCRIPTION

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**Position Title:** Special Events Coordinator      **Name of Incumbent:**

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| <b>Civil Service Status:</b> | Classified | <b>Department:</b> | Parks and Recreation             |
| <b>Employment Status:</b>    | Full-Time  | <b>Reports to:</b> | Director of Parks and Recreation |
| <b>FLSA Status:</b>          | Non-Exempt | <b>Pay Grade:</b>  | 4                                |

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### **JOB SUMMARY:**

Reports to Director of Parks & Recreation; assisting in the fulfillment of his/her responsibilities to the Parks & Recreation Commission. Primarily responsible for planning, management and supervision of the programs, and special events.

### **QUALIFICATIONS:**

Bachelor's degree in Park & Recreation Administration, Recreation Administration, Park Management, Physical Education, Communications, Public Relations or a related discipline. Minimum of two (2) years' experience working in a parks and recreation field in a professional capacity or equivalent.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid State of Ohio driver's license, plus ability to qualify for and remain insurable under the City's vehicle insurance policy. American Red Cross cardiopulmonary certification with additional training in first aid.

### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*Indicates developed after employment)

**Knowledge of:** Community education techniques; city government structure and process; principles and practices associated with special event planning, fiscal management; public relations.

**Skill In:** Grant writing, marketing, and promotions.

**Ability To:** Communicate effectively; analyze and interpret data; and maintain working relationships with co-workers, other professionals, and the general public.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

1. Supervises program and special event staff members, including training; assigns work and monitors to ensure completion.
2. Writes and applies for all available grants for the enhancement of the beautification program, special events, and recreation programs.
3. Organize Parks Department and Beautification fundraising efforts.
4. Administrates city wide special events including but not limited to Mum Fest, Cleanup Barberton week, Holiday Lighting Display.
5. Develops preliminary budget requests to Parks & Recreation Director and directs expenditures of appropriate funds.

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6. Promotes and markets Beautification, Recycling and Parks & Recreation through in-house marketing, press releases, information brochures, fact sheets, and public speaking. Arranges for material to be printed, distribute materials to media representatives, community organizations and the general public after approved.
7. Develops and implements an effective special event policy which outlines registration, logistics, maintenance and other associated issues pertaining to special events.
8. Initiate and conduct meetings with individuals and community groups.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Recommends, trains, assigns, directs, supervises, and evaluates work activities of seasonal employees.
2. Attends conferences, seminars, and other related programs.
3. Performs other related duties and unrelated duties as assigned by the Director of Parks & Recreation.

**EQUIPMENT OPERATED:** *The following are examples only and are not intended to be all-inclusive.*  
Automobile, personal computers and other standard business office equipment.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.), lifts tables, supplies heavy cases of food, and clean-up of hazardous bodily fluids.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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Approval of Director of Parks and Recreation

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Date

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Employee Signature

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Date