

## JOB DESCRIPTION

**Job Title:** Special Events/Program  
Coordinator

**Department:** Parks & Recreation

**Reports to:** Parks & Recreation Director

**FLSA Status:** Full Time Non-Exempt

**Salary:** \$37,740.00 to \$45,400.51 annually with benefits

**Created:** December 10, 2020



**CHOCTAW**  
A Great Place to Live!

## JOB SUMMARY

The Special Events/Program Coordinator is responsible for planning, coordinating, and implementing city and community events for the City of Choctaw. Incumbent will plan, coordinate, and implement adult and youth educational events, day camps, and other city-wide special events. The Special Events/Program Coordinator will also be responsible for cemetery sales for the City of Choctaw. Work requires limited supervision and the use of independent judgment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Coordinates and facilitates city-wide special events, educational programs, and day camps for the City, including incorporating themes, concepts, and objectives as it relates to organizational goals for the City of Choctaw.
2. Facilitate various sponsorship sale opportunities.
3. Researches and recommends opportunities for special events and community partnerships with outside organizations.
4. Serves as a liaison between City departments, business owners, and vendors in the coordination of special events.
5. Develops marketing materials and managing advertisements for a variety of events and other parks and recreation activities.
6. Distributes marketing materials to schools, businesses, and other places of interest.
7. Work closely with other City Departments, local agencies, and citizen groups to coordinate events. Ensure that safety rules and regulations are followed during events.
8. Work on event site layout to promote good participant circulation and meet safety needs.
9. Supervises and coordinates the work activities of employees, volunteers, and staff at events.
10. Assists Parks and Recreation Director with annual budget for special events and programs and cemetery costs. Responsible for the purchasing of supplies and operating inventory for special events and programs.
11. Coordinate the technical needs of events including negotiating and administering contracts and service agreements, purchasing materials, obtaining permits, arranging security and parking, and soliciting vendors and sponsors.
12. Build and maintain positive relationships within the community to facilitate more community participation and highly successful events.
13. Prepares and presents reports and outcomes of various events to Parks and Recreation Director.

14. Coordinate and oversee the Parks facility rentals and reservations; schedule and make arrangements for rental and use of facilities; answering questions in regards to the Parks facility rentals and reservations.
15. Perform sales of cemetery plots.
16. Prepares work orders for cemetery maintenance.
17. Serves as the City's liaison to funeral homes, citizens, and staff when coordinating cemetery activities.
18. Receives, resolves, and tracks inquiries and complaints from the public.
19. Performs other duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS:**

- Must have Bachelor's Degree in Recreation Studies, Economic Development, Business Administration, or a related field; and two (2) years of progressively responsible experience in coordinating special events; or any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities for position.
- A valid Oklahoma Driver's License

**PREFERRED QUALIFICATIONS**

- Master's Degree in Recreation Studies, Economic Development, Business Administration, or closely related field

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of design principles.
- Knowledge of municipal government operations.
- Knowledge of event planning methods and principles.
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects.
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines.
- Skilled in developing marketing and advertisement materials.
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals.
- Skilled in operating a computer and related software applications.
- Skilled in communicating effectively with a variety of individuals.
- Must be able to adapt well to frequent and last minute changes and thrive under pressure.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand or sit; walk; talk or hear; hands and finger coordination, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORKING ENVIRONMENT:**

Work is typically performed in both a standard indoor office environment and outdoor environment with potential exposure to adverse weather conditions. Employee will have frequent contact with the public, other City staff, and vendors.

**SELECTION GUIDELINES:**

City of Choctaw Application must be completed, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Choctaw is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit based factors.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

\*\*\* Applications must be completed and are available online at [www.choctawcity.org](http://www.choctawcity.org) .

\*\*\* Applications will be accepted until position is filled.