



## SPECIAL EVENTS COORDINATOR ASSISTANT

**DEPARTMENT: PARKS & RECREATION**  
**GRADE 15**

### **CHARACTERISTICS OF THE CLASS:**

Under the general direction of the Special Events Coordinator, the incumbent is responsible for assisting the coordination of City special events. Includes assisting in the planning, direction and promoting of all special events, maintaining program and facility safety and supervising the programs and operating of an assigned recreational facility. Work is reviewed through conferences and written reports for adherence to established policies and procedures.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

1. Assists in the planning, supervision and direction the operation of City special events, including; writing and photo contests, fine art and craft shows, concerts, dances, parades, pageants, field days, holiday celebrations, festivals and road races. Prepares all brochures flyers, posters, and newsletters for promotional and informational purposes.
2. Assists in the planning, organization and scheduling of recreational activities such as youth camps and day trips.
3. Assists in the planning, assigning, supervision and evaluation of the work of full and part time and seasonal staff, assists in the supervision of additional staff for special events; assists in the training and development of staff.
4. Assists in the coordination of community wide fund raising activities to support and expand leisure service programs.
5. Assists in the preparation of publicity on recreational activities and programs; solicits interest, participation and support of neighborhood and community groups.
6. Assists in the coordination of center services and the use of center facilities with groups and individuals; assists in the scheduling and supervision of facility use by participant groups.
7. Assists with the collection and accounting for fees, charges, and disbursements; deposits collected monies; maintains records of revenues, expenses and deposits.
8. Assists with the ordering and inventory of supplies and equipment.
9. Assists in responding to inquiries and complaints from the general public; assists in arranging for public notification of programs and events.
10. Assists in the preparation of departmental budget; assists in recommending operational and budgetary improvements for the facility.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS:**

**A. Training and Experience:**

Associates Degree in Recreation or Leisure Services; supplemented by one year of experience in recreation and/or leisure services or a related field; or an equivalent combination of education or experience. Must possess a valid State of Florida Driver License.

**B. Knowledge, Abilities and Skills:**

Knowledge of the principals and practices of recreation activities and special events.

Ability to plan, assign and supervise the work of subordinates.

Ability to establish and maintain effective relationships with employees and the general public.

Ability to communicate effectively, orally and in writing.

**C. Physical Requirements: 2**

**D. Environmental Requirements: 1**

**E. Sensory Requirements: 3, 6, 8, 9**