

EVENT SPECIALIST

Clinton City Recreation, UT

GENERAL PURPOSE

Performs a variety of general administrative, technical and first-line supervisory duties as needed to develop, plan, implement, coordinate, organize, supervise and evaluate: events, classes, recreation programs, part-time and seasonal personnel. Ensure that assigned events and programs are being conducted in a safe, clean, cost effective and customer service oriented manner.

DUTIES AND RESPONSIBILITIES

- Works under the direct supervision of the Recreation Director and general supervision of the Recreation Supervisor. Assists in planning, organizing, conducting, implementing, attending, participating in and evaluating such activities, events and recreation programs as: the city's annual Heritage Days Celebration, Senior Citizens Programs, Lunch with the Mayor program, Halloween Walk, Easter Egg Bash, Turkey Bowl and helps the Recreation Supervisor and Recreation Coordinator with: adult and youth basketball, softball, kickball, football, baseball and soccer; summer programs and other events, activities and programs as assigned. Ensure assigned events and programs are conducted in an efficient, organized and cost effective manner and recommend changes for improvement or replacement.
- Performs functions necessary to carry out events, including but not limited to: facility and site preparation, fund raising, marketing, ticketing, staffing, Health Department approvals, grants, add booklets, flyers and all other activities necessary for events and celebrations.
- Assists with upholding state, county and local government ordinances, policies and procedures relative to mass gatherings, finances, expenditures, public meetings, auditing laws and any other applicable function.
- Assists with recruiting, organizing and managing volunteers for events; recommends and implements volunteer's recruitment and organization policies upon approval of Recreation Director. Assists with general staffing for events and programs.
- Assist in planning, organizing, conducting, attending and participating in: coaches, parents and staff meetings; conduct staff trainings.
- Determine necessary components such as: instructors, facilities, fees, volunteer coaches, game officials and equipment, etc. May officiate games or assist in coaching. Maintain statistics for leagues and tournaments. Conduct team drafts. Establish team rosters and schedule games, tournaments and other activities. Prepare and distribute program schedules, dates and times; plan and coordinate tournament games; secure prizes and sponsors as necessary; assure maintenance and good condition of all equipment and inventory used.
- Promote and follow the City and Recreation Departments mission statement, values and expectations. Recommend and assist in the implementation of goals and objectives.
- Review time sheets and verify hours worked.
- Assist with the preparation of the yearly calendar of recreation activities.
- Participate in safety and risk management activities and take action to reduce liability to the city.
- Maintain and file incident reports.
- Maintain records and prepare evaluation reports on new or ongoing programs.
- Participate in the hiring process; monitor staff performance and make recommendations affecting employment status, such as advancement, discipline and discharge; assign work schedules.
- Attend regularly scheduled events, programs, and games to ensure efficient operation; equipment set up and availability of program resources; serve as official departmental representative; control events or programs by helping establish and enforcing policies and procedures for employees and volunteers working at events and programs. Ensure that personnel are well informed of policies and procedures and discuss areas needing improvement. Ensure that all supervised staff and volunteers are performing their jobs as assigned and at optimal performance levels.
- Assist in establishing policies, procedures, rules and regulations for the employees, volunteers and patrons to help minimize the risks during event participation. Responsible for the safety of employees, volunteers, participants and patrons during events and programs. Implement techniques to help prevent accidents and assist with ensuring measures are in place so that accidents and emergencies are handled appropriately.
- Assist in the financial control of all assigned events and program revenues and expenditures. Adhere to the budget given by the Recreation Director for each event or program. Follow and maintain proper tracking of

revenues and expenditures for assigned events and programs. Monitor assigned events and programs for revenue and cost effectiveness and recommend changes for improvement or replacement

- Always set a positive example for employees and volunteers to follow. Actively encourage and promote a professional atmosphere and help ensure that all employees and volunteers are acting in a professional manner and dressed in appropriate uniform.
- Establish and maintain an effective and positive working relationship with the general public. Handle participant complaints and comments in a courteous manner as they arise.
- Supervise facility activity areas during programs to ensure public safety; direct and perform general upkeep and custodial duties; perform opening and closing procedures; secure doors and other accesses.
- Oversee the use of event and program equipment.
- Attend and participate in professional group meetings such as: URPA, NURPA, ACE CO, UAFE and NRPA in order to stay abreast of new trends and innovations in the field of recreation.
- Keep records including: attendance, incident reports, equipment use, supply requests, evaluations and submit them in a timely manner.
- Track event statistics and prepare reports on each event to illustrate effectiveness and benefits achieved.
- Works with community boards, city staff, elected and appointed officials, residents and business community members where applicable.
- Assists in the preparation of feature articles for print media, brochures, programs, public service announcements and press releases.
- Attend other community celebrations, fairs, festivals, events, programs and similar events to gather operational ideas.
- Attend training and conventions to broaden event planning skills.
- Render First-Aid and CPR to injured participants, volunteers and employees of the events and programs.
- Attendance and punctuality are essential functions of this position. Employee is required to work with the recreation team and frequently meet with co-workers, the parks department and supervisors.
- Perform related duties and responsibilities as required.
- Register program participants, collect fees and issue receipts.

SUPERVISION RECEIVED

Work under the immediate supervision of the Recreation Director and general supervision of the Recreation Supervisor.

SUPERVISION EXERCISED

Provide general supervision to the various part-time, seasonal and volunteer personnel including: Site Supervisors, Officials, Scorekeepers and Recreation Aids.

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age or older
- Possess a high school diploma or equivalent
- Minimum of one (1) year experience in events planning and fundraising or equivalent educational training. Preference will be given to those having experience in fundraising. On the job training will be provided as necessary. Training or experience in the fields of fundraising, sales, organizational management, marketing or any equivalent combination of experience, education and training, which provides the knowledge, skills and abilities necessary to perform the work, is preferred.
- Must possess a valid Utah Driver's License and meet the requirements of the City's Motor Vehicle policy.
- Must pass a pre-employment drug test following a conditional offer of employment.

CERTIFICATIONS

- Must obtain a certification in First-Aid, AED and CPR within one (1) month of hire.
- Must obtain a Food Handlers Permit within one (1) month of hire.
- Failure to obtain and maintain licenses and certificates as outlined above may result in termination from the position.

ADDITIONAL QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of customer service; the methods and techniques of developing and operating events, programs and team sports; community and public relations; rules and regulations of a variety of sports and recreational activities; equipment, facilities, operations and techniques used in the comprehensive community events and programs.

Working knowledge of the rules and regulations of a variety of events, programs and recreational activities and general principles of supervision; working with external customers and members of the public on a regular basis; conflict resolution and communication skills to be able to resolve possible adverse situations.

Skilled in working under pressure and meeting multiple and sometimes competing deadlines; making quick judgments; exhibiting patience and empathy when working with the public; being organized and detail oriented; creating additional events; organizing and facilitating events from beginning to end; multitasking.

Ability to demonstrate cooperative behavior with colleagues, various age groups, volunteers, other organizations and the general public; communicate effectively, verbally and in writing; communicate positively with the public in difficult situations; withstand physical demands required to prepare sites; make quick judgments; work well under pressure and in stressful situations; recruit, positively motivate and direct volunteers or civic groups in the accomplishment of several unrelated projects simultaneously; prepare budgets and monitor revenue and expenses, while soliciting and generating voluntary donation of funds, materials and resources from individuals and business for events and celebrations; exhibit patience and empathy when working with the general public.

WORKING CONDITIONS

The work conditions described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbent of the position performs in a typical office setting with appropriate climate controls, in outdoor conditions and weather extremes, depending on the event and season. The noise level in the work environment can be moderately quiet to moderately loud. Regularly works in potentially hazardous conditions with equipment which if not used correctly could injure or hurt others. Tasks require a variety of physical activities, which may involve muscular strain, related to walking, jogging, running, standing, stooping, sitting, reaching, lifting, raising arms up and down, etc. Communication such as: talking, hearing and seeing is essential to job effectiveness. Common eye, hand and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.
- Periodic travel required in normal course of job performance.
- Weekdays, early mornings, mid-day, evenings, weekends and holidays are required. Incumbent must be adaptable to changes in work hours as schedules may vary depending on scheduled events, games and activities.
- Position is subject to random drug and alcohol testing.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- While performing the duties of this position the employee is frequently required to sit, walk, jog, run, talk, hear, see, drive, stand, climb, bend, balance, stoop, kneel, crawl, push, pull, feel, reach, lift 50-75lbs, grasp, blow a whistle, twist above the waist and bend at the waist. The employee may work for sustained periods of time maintaining concentration and attention to detail. The employee is also required to be able to coordinate two or more limbs while sitting, standing or lying down.

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicant must pass a pre-employment background check following a conditional offer of employment.

MOTOR VEHICLE REPORT

Driving record of successful applicant may be obtained by the City.

EDUCATION AND CERTIFICATION REQUIREMENTS

Successful applicant must submit a copy of above education and certification requirements when requested.

VETERAN'S PREFERENCE POINTS

Applicants MUST submit a copy of their DD-214 to the City office during the interview process to be eligible for benefits.

PAY AND BENEFITS

This position is Part-Time, Regular, up to 28 hours per week. The Salary Range is a class 7, \$15.84-\$23.08/hour. Incumbents are typically hired at the minimum. This position is eligible for Retirement Plan, Paid Time Off and a Flexible Work Schedule.

APPLICATION PROCESS

Interested parties must submit a cover letter, resume, list of at least three (3) professional references and the employment application, not the Recreation Employment Application. Applications may be obtained online at www.clintoncity.net or at the Clinton City Recreation Office, 1651 W. 2300 N., Clinton, UT 84015. Applications, cover letters, resumes and references will be accepted at the Recreation Office or by email to bmitchell@clintoncity.com by the closing date.

Effective Date: February 23, 2022

Closing Date: March 11, 2022