

## **EVENT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves planning and coordinating a variety of parks and recreation activities and services, athletic events, special events, community events, cultural events, and community outreach to meet the needs of the public. Responsibilities also include coordinating between the user, parks, personnel, vendors, security, and the County for all event arrangements. The work is performed under the general supervision of the Director of Parks, Recreation, and Youth Services with leeway allowed for the use of independent judgement. May supervise the work of seasonal employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates the use of facilities for special events held in County Parks;

Review permits, schedules and operation of events and coordinate all resources needed to ensure the events are successful;

Aids in the creation, development and production of Parks-produced events;

Negotiates a financial settlement between the County and the lessee for all events, as directed by the Director of Parks, Recreation and Youth Services;

Coordinates with the Park Manager to schedule, assign and supervise the maintenance staff;

Arranges for event security with Broome County Security to ensure a safe and orderly event;

Schedules events, rentals and activities for Broome County Park facilities and athletic fields;

Plans, organizes and schedules Broome County sponsored events park facilities and athletic fields;

Oversees that proper permits, insurance approvals, and payments for event are in order;

Maintains the events calendar, keeping track of all scheduled events at Broome County Park facilities and athletic fields;

Represents the Park's Department in speaking engagements and promotional activities when assigned;

Assists in the preparation of the annual budget, and prepares monthly financial reports;

Meets with organized groups, committees, individuals, or other interested parties to provide information, assesses community-wide program needs and interests, formulates new programs, and furthers public relations for the County;

## **EVENT COORDINATOR-cont'd**

Ensures appropriate charges for fee-based programs and oversees the maintenance of fees collected for facility usage, league fees and special events.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of event planning methods and principles;  
Good knowledge of current trends and developments in the field of parks and recreation management as it relates to special events;  
Good knowledge of the basic laws, rules, and regulations relating to the use of facilities as applicable to County operations;  
Good knowledge of athletic and recreational facility rentals;  
Good knowledge of general accounting procedures;  
Good knowledge of public relation skills and practices;  
Working knowledge of softball tournaments;  
Ability to communicate effectively both orally and in writing;  
Ability to establish and maintain successful relationships with others;  
Ability to plan, direct and supervise the work of others;  
Ability to manage events of all sizes with responsibility for designated areas of operation;  
Skill in prioritizing, organizing, and managing multiple simultaneous projects;

### **MINIMUM QUALIFICATIONS:**

- A) Possession of a Bachelor's Degree and one (1) year of progressively responsible experience in planning, coordinating, and executing events of varying sizes; OR
- B) Possession of an Associate's Degree and three (3) years of progressively responsible experience in planning, coordinating, and executing events of varying sizes; OR
- C) Graduation from high school or possession of an equivalency diploma and five (5) years of progressively responsible experience in planning, coordinating, and executing events of varying sizes; OR

**EVENT COORDINATOR-cont'd**

D) An equivalent combination of training and experience as defined by the limits of A) B) and C) above.

**NOTE:** Possession of a Master's Degree may be substituted for the required one year of experience.

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.