

TOWN OF AVON JOB DESCRIPTION

Job Title: Parks Programmer and Event Coordinator - Part time (24 hours/wk)

Exempt: No

Pay Grade: \$18.05 – 19.03/hour

Reports to: Public Works Director

Department: Parks

Date: August 2017

JOB SUMMARY

The Parks Programmer and Event Coordinator is responsible for planning, coordinating, implementing, and supervising recreational programs and special events for the community at both Town Hall Park and other locations in town. This position requires the use of independent judgment and initiative in making technical decisions and policy recommendations of considerable difficulty. Work is performed under the general direction of the Public Works Director and performance is evaluated on the basis of results achieved.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Parks Programmer and Event Coordinator might be asked to perform. Other duties may be assigned.

Essential Functions:

- Plan, organize, implement, and supervise programs, activities, and events for the community
- Manage budget and expenditures relating to programs and activities
- Prioritize job tasks and complete them in a specified time frame
- Organize, train, and oversee volunteers and staff for events and programs
- Develop and implement general event and program policies
- Support and assist the Urban Forestry programs: Tree City USA, Arbor Day, and Town tree sales
- Manage Avon Farmers Market: maintain full market by coordinating and supervising vendors; collect and track payment for booth spaces; administer food stamp and other government nutrition assistance programs; stay up to date on health code and farmers market regulations; setup, run, and takedown weekly market; coordinate market guests and volunteers.
- Manage the marketing and promoting of community events and activities, utilizing various media, including press releases, banners, flyers, and social media campaigns.
- Maintain inventory, supplies, and equipment; order equipment and supplies as needed.
- Prepare individual program budgets and monitor expenditures.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Employee should expect to work occasional weekends and nights as required.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

Education and/or Experience:

- Environmental or Parks Management degree preferred or one (1) year experience in parks/environmental field
- Minimum of two (2) years of work experience in event planning or park programming

- This position may require the use of personal or Town vehicle. Individuals must be capable of operating the vehicles safely, possess a valid Driver's License, and have an acceptable driving record.

Skills and Abilities:

- Knowledge of materials, methods and techniques utilized in park programming and event planning activities.
- Ability to work cooperatively and maintain a professional manner when dealing with Town officials, staff, and the general public.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to respond to complaints and grievances in a professional and courteous manner.
- Ability to work independently and as part of a team.
- Must be able to work a variety of hours including some weekends and evenings.
- Must enjoy working with all types of peoples, have a positive attitude, and be willing to try new things!

Language Skills:

- Ability to communicate effectively with other Town employees, officials, and the general public.
- Ability to communicate effectively in both written and verbal form.

Mathematical Skills:

- Ability to perform basic math skills: add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills:

- Ability to define problems and respond within a variety of situations.
- Ability to think critically, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems independently.
- Ability to plan work and establish priorities.
- Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.
- Ability to organize time and resources.

PHYSICAL AND WORK ENVIRONMENT

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

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting (up to 25 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include: close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Employees may be expected to perform duties outdoors in all types of weather with exposure to the elements.
- Employees may be required to:
 - Work at excessive heights via use of ladders or lifting devices, or go into buildings utilizing proper safety techniques.
 - Be exposed to excessive heat, cold, wet, and hazardous situations.

Work Environment:

- Ability to work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
- Ability to work under distractions such as telephone calls and other disturbances.
- Ability to deal with unpleasant social situations such as irate or disturbed individuals.
- Ability to work in a hectic, busy, and sometimes stressful work environment.

TO APPLY

To apply, send or email a résumé detailing relevant qualifications to: Ryan Cannon, Public Works Director, Town of Avon 6570 E. US Highway 36, Avon, IN 46123. Email: rcannon@avongov.org. All applications must be submitted by Friday, September 1st by 4:30pm Eastern Time.