

Job Description

Working Title	Date Prepared
<i>Special Events Co-Ordinator (Seasonal Full Time)</i>	April 13, 2021
Department	
Trenton Parks and Recreation	

Overall Purpose

The Special Events Co-Ordinator's overall purpose is the planning and execution of new and already established special events that happen within the town during the summer months.

Key Responsibilities

- Planning new events/activities designed for all ages including children, youth, adults, families' and seniors.
- Assist with planning and implementation of various aspects of special event programs as assigned including:
 - o Providing timely and accurate cost estimates for special events and materials
 - o Creation and promotion of a schedule of activities
 - o Recruitment of required volunteers and personnel
 - o Ability to be self motivating and work independently
 - o Accurate document program supplies and equipment
 - o Submit detailed advertising and promotional plans
 - o Event set up and participation (evening and weekend work required)
 - o Event/program clean up
- Perform other related duties as assigned including assisting with other recreation programs.

Reporting Relationships

This Job Reports to:

Director of Parks and Recreation.

Job Titles and number of incumbents reporting to this job:

N/A

Contacts (Typical)

Internal contacts internally will be parks and recreation administration, Director of Parks and Recreation, park maintenance workers, and other seasonal staff.

External contacts will be event participants and other volunteers participating at different events.

Innovation

- Ability to react properly to a situation within moments.
- Being able to see a larger picture.
- Thinking with a community development approach.

Decision Making

- Ability to make decisions under pressure.
- Making informed cost-effective decisions when preparing estimates.
- Determining logical scheduling of special events.

Impact of Results

- Regular and well attended town hosted special events.
- High community engagement from successful events.
- Desire for more events throughout the calendar year.

Dimensions (Approximate)

- Public service from the town.
- Number of satisfied participants.
- Created a revenue source for the town.

Working Conditions

A Physical Environment

- Regular time spent working indoors, office setting with computer use.
- Outdoor component for certain events.

B Physical Effort

- Will be required to lift tables and chairs for event set up and tear down.
- Possible long hours standing.

C Sensory Attention

- Dealing with the general public.
- Dealing with sensitive and confidential information.

D Mental Pressures

- Ability to meet deadlines.
- Capable of multitasking, setting priorities.
- Co-Ordinating groups of volunteers.

Other

- Must have completed grade 12 level of education plus be enrolled in a secondary program.
- Must have a valid driver's licence.
- Willingness to obtain necessary training.
- Must be organized, mature, able to work with minimal supervision, task oriented, polite and able to deal with the public

Verification:

This job description has been approved by the Director/Manager and Director of Human Resources as an accurate description of the job as of:

Incumbent's Signature and Date:	
Director/Manager's Signature and Date:	
HR Director's Signature and Date:	
CEO's Signature and Date:	

Compensation & Classification USE ONLY			
Salary		Pay Level	
Approved Classification			
Approval Date			