

CLASS TITLE: EVENTS & MARKETING
Part-Time Hourly Non-Exempt
Department: Recreation
Supervisor: Recreation Supervisor
Supervises: none

DEFINITION

Under the general direction of the Recreation Supervisor, the Recreation Specialist – E&M is responsible for assisting with a variety of recreational programming including Special Events, Facilities, Community Programs, Marketing, social media, and press releases.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with the planning, coordination, and delivery of high-quality events.
- Draft press releases, printed collateral pieces, and social media promotion posts.
- Attend all required events.
- Set up and staff District outreach booth and solicit donations as needed.
- Plan and coordinate hands on activities for special events.
- Assist with the coordination of volunteers.
- Perform clerical tasks such as filing, receptionist duties and other communications.
- May be assigned to support other operational needs when necessary.

QUALIFICATIONS

- Knowledge in Modern methods, techniques and procedures used in planning, marketing, implementing, and evaluating special events suited to the needs of the community.
- Operate and use a computer and appropriate software programs (Word, Excel, Outlook, Canva, etc.)
- Demonstrate a positive, courteous, and enthusiastic attitude.
- Previous relationships with the public, local agencies, and vendors.
- Demonstrated ability to work well in a fast-paced environment and meet established deadlines.
- Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION

- Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position.

SPECIAL QUALIFICATIONS

- Possession of a valid California driver's license and reliable transportation.
- CPR & First Aid Certification desired.

WORKING CONDITIONS

Physical conditions: Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Occasionally bend, stoop, kneel, reach, climb and walk on uneven surfaces. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

Environmental Demands: Outside: Works outside in a variety of weather conditions ranging from cold rainy weather to +100° F. Inside: Works indoors in large buildings and gymnasiums.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.