

| <b>City of Oregon City</b>                                 |                  | <b>Position Description</b> |
|--|------------------|-----------------------------|
| Position: Rentals and Events Coordinator                   | AFSCME Union     |                             |
| Department/Site: Parks and Recreation                      | FLSA: Non-Exempt |                             |
| Evaluated by: Social Services and Community Center Manager | Salary Grade: 29 |                             |

### **Classification Summary**

Under general direction, develops, plans, organizes, coordinates, and oversees all community events, rentals, and recreation programs for a wide range of activities for adults and elementary, junior, and high school age children across all Oregon City parks and facilities. This position may provide technical staff assistance in the field of community events, rentals, and recreation programming and will be required to work nights, weekends, and certain holidays on occasion.

### **Distinguishing Characteristics**

This position is responsible for the oversight of a variety of recreational programs, rentals, and events. The incumbent works within a framework of established program guidelines and is expected to perform the full range of recreation activity skills including organizing, coordinating, and participating in activities and monitoring program effectiveness. Adequate performance at this level requires the knowledge of departmental procedures and the ability to choose among several alternatives in solving routine challenges.

### **Typical Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:*

- Develops, organizes, implements, participates, and evaluates a variety of recreation programs, rentals, activities, and special events.
- Conducts training of staff and volunteers when appropriate to ensure well run and safe activities.
- Establishes schedules, facility availability, and methods for providing recreation services, identify resource needs, review need with appropriate management staff, and allocate resources accordingly that optimize use of staff and inclusion of the community.
- Assesses community needs and interests.
- Creates and implements a system to manage space and facility rentals across all Oregon City parks and facilities; End of the Oregon Trail, Pioneer Center, Aquatics Facility, specified rentable parks, and Ermatinger House to ensure revenue goals are met.
- Assists with advertising events and activities through a variety of public outreach and media with the goal of participant growth, and volunteer recruitment and retention. Participates in the development of the facilities' publicity by writing brief course descriptions, news articles and flyers for assigned program areas.
- Maintains inventory of equipment, supplies, and materials; ensures availability of adequate supplies and materials to conduct programs/activities; initiates orders/requests for new/replacement items; conducts periodic inventory counts; coordinates maintenance, repair, and replacement of equipment.

- Purchases materials, equipment, and supplies according to established policy and procedures and maintenance inventories of equipment and supplies.
- Plans, organizes, and presents fundraising activities that supports and supplements funding for special programs. Establishes themes and outcomes for activities. Organizes and sequences activities such as mailings, registration, services, and more.
- Participates in the budget development process. Prepares recommendations for programs, events, and hours of operation. Estimates revenues and participation.
- Maintains accurate attendance records. Collects and accounts for fees from rentals, classes and events. Prepares reports and other administrative communications.
- Promotes, organizes, and stimulates good relationships with neighborhood and community groups and other agencies; interprets and explains City programs and philosophies to groups and individuals, community resources, committees, staff, and volunteers.
- Monitors and reviews trends in recreation programs and technology advancements and recommends improvements in programs and/or processes. Maintains system for knowing demographics, course development, vendor information, consumer files and class information.
- Maintains professional and effective working relationships by providing exceptional customer service.
- Maintains regular attendance and punctuality.
- Performs other duties as assigned that support the overall objective of the department.

## **Minimum Qualifications**

### **Knowledge**

The position requires specialized knowledge of:

- Event management, rentals, marketing, and recreation
- Coordinating and planning large-scale, community, and creative events.
- Developing, implementing, scheduling, and evaluating events, rentals, and services; knowledge related to events, space management and services.
- Grant writing and sponsorship recruitment.
- Techniques used for effective internal and external communications, public and customer relations, fund raising, and promotions.
- Budget development and administration practices used in the public sector.
- Personal computers sufficient to access and use common desktop productivity software and specialized databases.
- Principles and practices in public relations, volunteer management and training.
- State, Federal, County, and City guidelines and compliance.

### **Skills and Abilities**

This position requires the ability to carry out, but is not limited to, the following functions:

- Innovation and passion for serving the community; maintain a positive culture within the department and inspire staff to meet and exceed goals and objectives.
- Budget management with ability to formulate goals, programs, and services to meet the needs of the district and community.

- Strong organizational skills with exceptional attention to detail while managing multiple tasks and changing priorities; ability to maintain records and prepare accurate reports.
- Professional communication skills to deliver presentations to groups, prepare promotional literature, professional correspondence, and facilitate teamwork processes.
- Collaborative and approachable with effective communication skills; striving and maintaining positive relationships throughout the organization and community.
- Demonstration of good judgment, problem-solving and decision-making skills.
- Ability to work as contributing member of a team, work productively and cooperatively with other staffing teams and promote a positive image of The City and its services.
- Ability to facilitate seasonal programs or in a substitute role when needs arise.

### **Education, Training, and Experience**

A typical way of obtaining the knowledge, skills, and abilities outlines in this classification is with a bachelor's degree in event management, physical education, leisure studies, communications, health care, or related field, along with three years of progressive experience in a recreation and event management; or related area that includes working closely with the public; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform above-described duties.

### **Other Requirements**

- Must pass a criminal background check
- Valid driver's license required
- First Aid and CPR certification
- May be required to obtain a Certified Park and Recreation Professional
- Must obtain Ride Connection Certification within 12 months of hire

### **Working conditions/Physical and Mental Demands**

Incumbent must be able to frequently sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to five pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials such as event supplies weighing up to 50 pounds with proper safety tools. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment. Work is primarily performed in an office environment but may have exposure to adverse weather conditions related to outdoor recreation events. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitations. manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment. Requires ambulatory ability to sit, walk, to move about office and city environs, and to lift and carry lightweight materials on an infrequent basis.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*