



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Recreation Programmer – Special Events **LAST UPDATED:** 07/02/2013
DEPARTMENT: Parks and Recreation **JOB CLASS:**
REPORTS TO: Special Events Program Supervisor **FLSA DESIGNATION:** Non-Exempt

Summary: Under the direction of the Special Events Program Supervisor, the Recreation Programmer assists in establishing, coordinating, promoting and managing Recreation Services Special Events and Birthday Parties including scheduling, budgeting and coordinating with other departments and organizations.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Assists in planning, creating, coordinating and implementing special events for the Recreation Services division including the Daddy Daughter Dance, Easter Eggstravaganza, Merry Main Street, Frosty 5K, Dive-In Movies and more.
- Assists in overseeing the FAC Birthday Party program.
- Assists Recreation Program Supervisor with the administrative and program operational duties in the daily operation and management of the Birthday Party program.
- Assists in recruiting, scheduling, and assigning work to department employees, contract instructors, seasonal workers and volunteers.
- Works with staff volunteer coordinator assisting with special events.
- Trains assigned staff in party programming techniques, practices and procedures.
- Responds to and resolves departmental customer complaints, questions and suggestions.
- Participates in the preparation and administration of the annual budget for 'special events' submits budget recommendations to Special Events Program Supervisor.
- Verifies the work of assigned volunteers and vendors for accuracy, proper work methods and techniques and compliance with applicable standards.
- Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
- Participates in the preparation and administration of the annual budget for 'special events' submits budget recommendations to Special Events Program Supervisor.
- Assists in planning and coordinating production of invitations, flyers, advertisements and banners for special events.
- Assists with administrative and program operational responsibilities in the areas of project management, pre-event and post-event planning.
- Assists in developing, administering, monitoring and coordinating departmental budgets.
- Prepares monthly financial and program participation reports and others as assigned.
- Maintains and prepares purchase orders for event and birthday party supplies and services.
- Completes surveys and compiles information for departmental research.
- Develops and maintains positive working relationships with vendors, area business representatives and other agencies.

- Assists in editing and distributing all departmental promotional materials.
- Communicates with executives, managers, supervisors, employees, governmental agencies, consultants, other municipalities and professionals to obtain information and resolve issues.

Other Important Duties:

- Will be required to work extended hours including evenings, holidays and weekends.
- Assists and provides staff coverage in performance of duties.
- Attends meetings and trainings as required.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Ability to coordinate several events at various stages.
- Ability to coordinate and prioritize multiple projects and assignments.
- Ability to maintain and enforce City of Frisco policies and procedures.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to establish and maintain effective working relationships with City staff.
- Ability to work successfully with diverse constituents.
- Ability to oversee all aspects of services and resolve problems.
- Ability to complete assignments with limited direction and supervision.
- Ability to work under deadlines and stressful situations.
- Ability to resolve problems quickly and effectively.
- Proficiency in the use of computers and related equipment, hardware and software.
- Must possess strong organizational skills.
- Must possess strong creativity skills.
- Knowledge of recreation and event programming and development techniques.
- Skill in effective oral and written communications.
- Skill in effectively supervising and delegating duties to assigned staff.

Required Education, Training, Experience, Certificates, and/or Licenses:

- Bachelors Degree in Public Relations, Hospitality, Leisure Services, Communications, Marketing, or related field and two (2) years experience in Special Events, Media, Public Relations, or equivalent combination of education and experience.
- Must possess current CPR, First Aid and AED certifications.
- Must pass pre-employment drug screen, criminal background, MVR check and physical agility exam.
- Must possess valid State of Texas class C driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office, fitness center, outdoors and off site and at special events.
- May be subject to exposure to air and water borne pathogens, body fluids, and infectious diseases when applying CPR, First Aid or cleaning facilities.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing, bending, reaching, kneeling and lifting such as setting up for meetings and events, transporting audiovisual equipment, or materials and supplies.
- May be subject to exposure to extreme weather conditions during special events.
- Required to work extended hours, evenings, holidays and weekends.
- Must be able to lift 40 pounds.

