Civic Center Coordinator Job Description

Department: Parks and Recreation

EXAMPLE OF DUTIES:

- Coordinates recreation programs, fitness programs, tournaments, and all events within the facility.
- Develops and implements marketing strategy for the facility which includes promotional events, marketing tools, advertisement of the facility, public relations and marketing plans.
- Schedules the maintenance and use of the facility.
- Oversees annual membership and group sales, rental of the facility and daily admissions.
- Supervise and schedule civic center staff.
- Assist Director with projects as assigned.

MINIMUM QUALIFICATIONS

- Five years management experience.
- Or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Valid driver's license.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of operation procedures of recreational facilities or other comparable facilities.
- General knowledge and background of recreational/fitness programs.
- General knowledge of business, management, finance and budgeting activities.
- EXCELLENT public relation skills and communication skills.

PHYSICAL DEMANDS

- Must have the ability to lift/move up to 50 pounds.
- Must be able to stand for long periods of time.
- Perform essential functions such as sit, use hands to finger, feel to operate objects, tools or controls.

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