

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Community Outreach Coordinator
Reports to: Marketing/Communications Manager
Position Status: Full-time
Payroll Status: Hourly

JOB SUMMARY

The Community Outreach Coordinator is responsible for leadership of events and sponsorship programs. Responsibilities include participant and community relations, staff supervision, volunteer oversight, facilities operations, safety, planning new events, and helping with developing and monitoring program budgets. This position is the public face for the District and will be a liaison with many organizations. Also, may participate in Board meetings as requested.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Lead and perform planning and scheduling for events and other activities and participate in team and other meetings and workshops.
2. Coordinate and provide program plans, and help formulate, implement, and maintain community events for diverse ages, interests, and genders.
3. Lead, schedule, and supervise part-time staff, volunteers, contractors, or other service providers. Train and orient staff regarding recreation and District procedures, forms, and programs, and serve as resource on day-to-day activities.
4. Attend various District meetings as necessary.
5. Maintain a schedule that allows appropriate and successful communication with District staff, supervisors, parents, and participants.
6. Coordinate and perform event leadership, training, instruction, and coaching.
7. Research and write grants and pursue sponsorships for events.
8. Direct and monitor events, functions, facility and equipment operations, safety, and compliance with regulatory standards. Also, responsible for accident investigations, risk management, and program safety and quality assurance.
9. Lead, promote, and publicize recreation events and perform duties such as providing input on District brochures or preparing announcements and promotions.
10. Cultivate relationships with businesses, individuals, and other relevant agencies.
11. Develop new events and services and serve as a bridge or liaison on behalf of the District to participants, interested persons, recreation resources, and other persons.
12. Assist in the preparation of budget estimates and advise on status of budgets. Also, responsible for equipment and supplies and for assisting on fund-raising and grants.
13. May back-up manager from time to time on a temporary basis.
14. Attend various continuing education meetings, seminars, and workshops.
15. Perform other duties and responsibilities as assigned by supervisors.

REQUIRED QUALIFICATIONS

- Equivalent of one-year event coordination, supervisory, operations, customer relations, safety, regulatory, and administrative experience.
- Bachelor's degree in recreation, education, or related field, or equivalent experience and training supplemented with continuing education classes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to effectively lead event services communications and publicity functions.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, and the public. Ability to accept direction for professional/departmental improvement.
- Knowledge of and ability to implement trends and practices in recreation services, management, and community needs and interests.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to interpret and analyze program, regulatory, and management information.
- Ability to effectively manage and, when designated, supervise diverse work activities of professional and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to prepare and present clear and concise event plans and reports using applicable software.
- Ability to communicate effectively both verbally and in writing.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. The work environment is indoors and outdoors. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This individual is regularly required to stand, walk, talk or hear.
- The individual is occasionally required to stoop, kneel, crouch, climb or balance.
- While performing duties of this job, the employee is frequently required to sit; use hands to handle or feel; reach with arms and hands. They must be able to taste, smell and see (both near and far).
- May require long periods of sitting or standing in a cold, rainy, hot, humid, and noisy environment.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature