

Staff Report

Subject: Approval and publication of a Programs/Special Events Coordinator new job description and title.

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Department: Human Resources and Risk Management

Meeting Date: June 18, 2024

Item Description: Approval and publication of a Programs/Specials Events Coordinator new job description and title.

Summary Recommendation:

Staff requests authorization to approve and publish a new job description and title for the Programs/Special Events Coordinator.

Executive Summary/Background

The Programs/Special Events Coordinator will be responsible for developing, planning, and overseeing recreation programs for all youth, adult, and senior programs, special events, camps, and other activities. The position includes organizing programs that meet the interests and needs of the community identified by the Recreation and Sports Management Department for Effingham County. The Programs/Special Events Coordinator will supervise part-time staff and facilities during athletic events and tournaments.

Alternatives for Commission to Consider

1. Approve the job description and title and authorize publication and distribution.
2. Disapprove of the job description and guide staff.

Recommended Alternative: Staff recommends Alternative 1.

Other Alternatives: None.

Department Review: Recreation and Sports Management, County Manager, and Human Resources.

Funding Source: Funding through the new budget.

Attachment: Programs/Special Events Coordinator Job Description