



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Programs/Special Events Coordinator	Job Code:
Reports to: Director of Recreation and Sports Management	FLSA Status: Non-Exempt
Department: Recreation	

Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications are **not** intended to reflect all duties performed within the job.

Position Overview:

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 work includes organizing programs that meet the interests and needs of the community identified by the Recreation Department for Effingham County. The Program/Special Events Coordinator will supervise part-time staff and facilities during athletic events and tournaments.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all the listed duties. They may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs and conducts themselves in a professional recreation work environment; Ensures work objectives are accomplished to a satisfactory standard of supervised recreation personnel.
- Plans, schedules, and organizes special events in partnership with Effingham County, such as seasonal festivals, programs/activities, and large-traffic events.
- Maintains constant communication with members of the community and county to ensure quality preparedness for upcoming events within the county in partnership with other county departments.
- Answers phone calls and emails regarding event planning, programming, and other special events when asked by community members.
- Supervises, counsels, directs, and disciplines the work of part-time staff and volunteers, including seasonal employees, instructors, coaches, and volunteers; trains, supervises, and evaluates staff. Processes employee concerns and problems, directs work, counsels, and ensures employee performance.



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- Supervises the issuance, use, and maintenance of recreation supplies and equipment; implements inventory control and procedures; opens, closes, and secures facilities; inspects equipment and facilities.
- Performs general administrative and clerical work within an office environment, including answering phone calls, assisting customers, and copying and filing documents.
- Provides support to the Recreation Director and Assistant Directors in administrative and creative capacity.
- Assists in a team environment in partnership with Athletic Coordinators to ensure quality programming with recreational sports leagues, events, and tournaments when necessary to ensure the health and success of the department.

ADDITIONAL FUNCTIONS

Makes copies; runs errands.

Assists other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Must Be at least 18 years of age.

High School diploma or equivalent.

Maintain a clear criminal record.

Ensure everyone completes continuing education.

Adhere to all other requirements established in these rules.

Failure to adhere to the above requirements shall subject the department or individual to sanctions as these rules provide.



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Knowledge, Skills, and Abilities

- Knowledge of county and departmental administrative policies and procedures
- Knowledge of program administration, event planning, and organizing, as well as time management
- Ability to manage resources when assigned and supervision of said resources
- Knowledge and ability to use Microsoft Office programs and simple addition, subtraction, multiplication, and division.
- Knowledge of practicing quality public relations and communication. This includes the ability to interact effectively with participants, volunteers, and the public in a positive manner.
- Knowledge of Effingham County facilities
- Ability to review, organize, categorize, and analyze data.
- Ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information to best support and enhance the community of Effingham County.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to review, classify, categorize, prioritize, and analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

Human Interaction:

It requires the capacity to act as a first-line supervisor, overseeing work, acting on employee problems, and assigning the job to others.

Equipment, Machinery, Tools, and Materials Utilization:

Requires the ability to operate, maneuver, and control the actions of equipment, machinery, tools, and materials used in performing essential functions.



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Verbal Aptitude:

Requires the ability to utilize various reference, descriptive, and advisory data and information.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning:

Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability:

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements:

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors:



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Essential functions are regularly performed without exposure to adverse environmental conditions.

Requirements

A high school diploma is supplemented by college courses in recreation or sports management and two years of supervisory and managerial work experience in recreation, event planning, or related fields.

** To comply with regulations by the Americans with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the duties' purpose and result rather than how they are performed. The following definition applies: a job function is critical if removing that function would fundamentally change the job.

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