



**City of Montgomery, TX**  
**Parks & Recreation Program Coordinator & Event Organizer**  
**Job Description**

**Department:** Public Works  
**Immediate Supervisor:** Public Works Director  
**FLSA:** Non-Exempt  
**Pay Grade:** 106

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Public Works Director, the Parks & Recreation Program Coordinator & Event Organizer is responsible for planning, executing, and overseeing a variety of recreational programs and public events within the community.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

**Program Coordination**

- Develop and implement a variety of community-based recreational programs .
- Coordinate scheduling of programs and events in city parks and facilities.
- Oversee use of facilities and equipment for recreational activities, ensuring proper maintenance and availability.
- Assist in preparation and management of program budgets.
- Regularly assess program effectiveness and adjust offerings as needed.

**Event Planning and Execution**

- Organize and manage city-wide events and festivals (parades, holiday celebrations, concerts, movies, etc.).
- Oversee event logistics including venues, vendors, permits, signage, entertainment, and scheduling.
- Negotiate contracts and manage vendor/sponsor relationships.
- Recruit, train, and manage staff and volunteers for events.
- Develop and execute marketing strategies for events via social media, flyers, and newsletters.

**Community Engagement and Outreach**

- Serve as primary point of contact for residents regarding programs and events.
- Build relationships with local organizations, businesses, and schools to support programs and events.
- Encourage community participation and gather feedback for continuous improvement.

**Operational and Administrative Duties**

- Track expenditures and submit regular reports to the Public Works Director.
- Ensure safety and compliance standards are met for all programs and events.
- Conduct post-event evaluations and prepare reports for city leadership.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED equivalent required.
- Associate's degree in Marketing, Hospitality, Communications or related field preferred.



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- Three (3) years of experience in program coordination, event planning, or related field, preferably in parks and recreation.
- Experience managing large-scale public events and community programs.
- Experience with budgeting, vendor management, and resource allocation.
- Must possess a valid State of Texas Driver's License.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Ability to build effective relationships with staff, volunteers, vendors, sponsors, and the public.
- Ability to work flexible hours, including evenings and weekends, as required. Demonstrated ability to work effectively under pressure and manage multiple projects simultaneously.
- Proficient in Microsoft Office Suite and event management software.

**PHYSICAL DEMANDS AND LOCATION**

- This position is primarily in an office setting with frequent time in parks, community centers, and event venues. Evening and weekend work required during events.
- The physical demands of this position require the ability to sit, stand, use hands to finger, eye and hand coordination.
- The employee will be required to operate a motor vehicle, carry, push, pull, lift or hold up to 50lbs of equipment or furniture.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The City of Montgomery, TX is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or veteran status. In accordance with applicable laws, employment with the City is at-will. This means that either the employee or the company may terminate employment at any time, with or without notice or cause, subject to applicable law.*