

POSITION TITLE: P.A.R.C. (PARKS, ARTS, RECREATION & CULTURAL) SPECIALIST

DEPARTMENT: PARKS

HOURS: 15 hours per week.

PAY RATE: \$1,000.00 MONTHLY

GENERAL STATEMENT OF DUTIES: Performs a variety of duties pertaining to the City Parks, Arts, Recreation and Cultural programs.

SUPERVISION: This position answers directly to the Mayor in collaboration with the Department Heads.

EXAMPLES OF TYPICAL DUTIES:

- Coordinating Arts and Cultural programs.
- Managing the use of City's cultural facilities. (Parks, Community Center, Museum, and Quarry Pool.
- Collaborating with community partners.
- Provide a variety of office tasks including preparing correspondence; enter data into various computer programs.
- Other duties as may be assigned by the Mayor and Department Heads.
- Great customer service on phone or in person.
- Seek and manage grants.

SELECTION CRITERIA:

Knowledge:

- Knowledge of the Tenino Community and an appreciation for its history.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Working knowledge of MS Word and MS Excel.

Abilities:

- Be a good collaborator.
 - Understand and follow oral and written directions.
 - Establish and maintain effective working relationships with co-workers, members of the community and organizations.
 - Work with diverse groups of people.
 - Have various interests in a myriad of aspects of the Community.
- Give oral presentations when called upon.