



## **NIBLEY CITY-Recreation EVENT Coordinator**

**FULL-TIME with Benefits**

**OPEN UNTIL FILLED BY BEST CANDIDATE:**

Applications reviewed on Thursdays.

---

The thriving, young community of Nibley City in Cache County, UT is seeking a qualified and driven Recreation Event Coordinator to help build a happy, healthy, connected community. This is a full-time permanent benefited position with a pay rate commensurate with experience and includes opportunities to grow.

### **Position Overview**

Under the supervision of the Recreation Director, the Recreation Event Coordinator will primarily create, manage, and evaluate community events. However, as a part of our recreation team the Event Coordinator will also support the Fitness Coordinator and Recreation Director in executing fitness events including fun runs, free fitness events, and may support the Youth Sports Coordinator in creating meaningful and memorable end of season experiences that drive continued participation. Based on the coordinator's interest, experience, available resources, and community interest, this coordinator may be responsible for the development of other recreation programs, including summer camps, outdoor recreation experiences, and or other innovative recreation experiences that meet the recreation vision.

### **Essential Functions**

Effective and efficient project management with attention to detail; preparation and distribution of promotional advertising in electronic and hard copy format, social media engagement and effective communication skills both verbal and written; a creative and innovative approach to crafting meaningful event experiences; sourcing, purchasing, preparing, inventorying, and maintaining event supplies; scheduling of facilities, event performers, vendors, and event partners; preparation of event plans and layouts; recruiting, instructing, and managing volunteers; performing community outreach; requesting donations and sponsorships; preparing and maintaining reports; evaluating and continuously improving event experiences; assisting other staff members, and the public as needed; and performing other related duties as assigned.

### **Duration, Schedule, & Expectations (Flexible and negotiable based on the Coordinator's availability)**

- Most event planning, preparations, and coordination must be completed in office during a typical workday, however some early morning and or late evening work is required.
- 40 hrs./week on average (this may vary from week to week depending on workflow and event schedules)
- This position requires working some varied hours, including early mornings, nights, and occasional weekends for scheduled events.

### **Position Requirements:**

A bachelor's degree in Recreation Management, Experience Design, Event Planning, Community Health, Leisure Services, or other related fields [Alternatively, a high school diploma (or equivalent), and 1-3 years of applicable event coordination experience will be considered] with preference given to those with a demonstrated ability to perform the essential functions of the position. Possession of or ability to obtain a valid CPR certificate; a valid driver's license with an ability to connect and pull a trailer; exceptional customer service skills; the ability to effectively direct a group through intuitive processes, and confidence to use amplified sound through a public address system to emcee an event, and instruct and inform participants and volunteers; the ability to use a computer to manage work and create hard copy and electronic promotional materials; the ability to communicate clearly and concisely, both orally and in writing; the ability to establish and maintain effective working relationships with those contacted in the course of work.

### **Career Development**

- Valuable experience in developing, planning, and implementing innovative next level event plans.
- The opportunity to participate in or develop new innovative events.
- VALUABLE MARKETABLE EXPERIENCE IN THE FIELDS OF: recreation management, experience design, and community health

### **Physical/Environmental Factors**

---

This work requires some lifting of heavy objects and boxes, loading and staging event supplies in trucks, trailers, and buildings. Indoor climate-controlled office work and outdoor event work with possible exposure to adverse weather conditions. The ideal candidate will work well independently and with our team to meet multiple and sometimes competing deadlines. The Event Coordinator must demonstrate a cooperative attitude through positive interaction with participants, volunteers, colleagues, and supervisors and is expected to exercise judgment and initiative in completing their work on time.

### **Other Specific Physical, Mental Demands & Working Conditions:**

---

- Most work is performed inside an office or other environmentally controlled room with occasional fieldwork.
- Occasional bending, stooping, and or lifting.
- Considerable walking may be involved.
- Operation of a motor vehicle, trailers, and city park utility vehicles and or a golf cart
- Operation of a walk behind paint cart, and other event space marking tools to create an event layout
- Work for sustained periods of time maintaining concentrated attention to detail.
- Essential functions utilize abilities in talking, hearing/listening, and seeing
- Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.
- Fast-paced work, that is sometimes stressful
- Extensive contact with people including via electronic means and in person

### **Pre-employment Testing and Special Requirements**

---

- Prior to appointment, applicant will be required to successfully pass a criminal background check, and drug test.
- Must have a valid driver's license.
- Will be subject to a 6<sup>th</sup> month then 1-year probationary period.

### **Wages and Benefits**

---

- Wage: 40,000-55,000/year DOE
- Benefits include family medical, optional dental and vision coverage, and a matched contribution to a Health Savings Account (HSA), and wellness programs
- URS Retirement plan and a 401K with matched contributions,
- Life Insurance, and both short term and long-term disability coverage
- Professional training, industry memberships, industry conferences & more.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Nibley City is an EEO/ADA employer*

### **Application Information**

---

- Interested applicants must complete an employment application available @ [www.NibleyCity.com](http://www.NibleyCity.com). Provide a cover letter and résumé outlining their recreation experience, education, interests, and goals.
- Application materials should be submitted via email and should be addressed as follows:
  - **Subject Line:** Event Coordinator App
  - **Addressed to:** Chad Wright, Recreation Director: [Chad@NibleyCity.com](mailto:Chad@NibleyCity.com)

**Only Electronic applications will be accepted.**