**HANOVER PARK PARK DISTRICT**

**JOB DESCRIPTION**

***Special Event Coordinator***

**SUMMARY:**

The Special Event Coordinator will be responsible for planning, organizing, and executing various community events throughout the year. This role is crucial in creating memorable experiences for Hanover Park residents and visitors. This position is scheduled days, evenings and weekends.

**QUALIFICATIONS:**

Minimum of high school diploma or equivalent. Must possess the ability to communicate verbally, in writing, and be proficient at basic computer word processing software. Must be at least 19 years of age. Valid Illinois Driver’s License. CPR, AED and First Aid Certification required. Bilingual preferred.

**IMMEDIATE SUPERVISOR:**

The Special Event Coordinator is under the direct supervision of the Superintendent of Recreation.

**ESSENTIAL FUNCTIONS:**

1. Plan and coordinate a variety of special events, including seasonal celebrations, concerts, and community gatherings
2. Assists with developing and managing event budgets, ensuring cost-effectiveness
3. Collaborate with internal departments, community partners, and vendors
4. Recruit, train, and supervise event volunteers
5. Helps with promoting events through various channels
6. Ensure compliance with safety regulations and obtain necessary permits
7. Evaluate event success and prepare post-event reports
8. Assist with sponsorship acquisition and management
9. Pull reports and contact information from RecTrac as requested or needed to contact participants.
10. Responsible for providing, reporting and documenting all injury, illness and health information required by the Park District.
11. Maintain effective, cooperative working relationships with inter and intra department personnel.
12. Provide assistance to assure effective relationships with all District-sponsored and our affiliated groups and their activities, as required.
13. Encourage and present "new ideas" to improve the event offerings of the agency.
14. Assist with the inventory of supplies and equipment for all events.
15. Responsible for maintaining a safe work environment and following all safety rules and guidelines.
16. Completes physical set up/take down of event areas as needed.
17. Represent the Hanover Park Park District in a positive and professional manner, and act as a positive role model.
18. Project positive customer service relations at all times.
19. Attends all staff meetings and training sessions as required.
20. Other duties as assigned

**MARGINAL FUNCTIONS:**

a. Assists all employees of the District as needed.

b. Completes special projects and reports as needed.

c. Instructs or leads programs and activities as needed.

d. Present program evaluations to the Board as needed.

d. Attends Park Board and other related meetings as needed.

e. Assist in the successful inclusion of special needs participants.

**PSYCHOLOGICAL CONSIDERATIONS:**

1. Must have the ability to deal effectively with other people under stressful situations

and must maintain a positive approach to public service.

1. Must resolve differences and/or problems that may arise between staff and public.
2. Must work closely with co-workers.
3. Must make good decisions to assure the safety of patrons in the facility.
4. Must be especially supportive to staff during and after emergency situations.

**PHYSIOLOGICAL CONSIDERATIONS:**

a. Sitting, standing, typing, walking frequently

b. Reaching, handling frequently

c. Lifting 10-50 lbs. occasionally

d. Balancing, stooping, kneeling occasionally

e. Pushing, pulling occasionally

f. Climbing occasionally

**ENVIRONMENTAL CONSIDERATIONS:**

Activities are performed indoors and outdoors during all seasons of the year. Varying conditions may include lighting, temperature, outdoor elements and a potential exposure to chronic infectious diseases. Will be exposed to elements when driving to meetings and programs/special events or when supervising outdoor functions.

**COGNITIVE CONSIDERATIONS:**

1. Must be able to follow direction given by the Superintendent of Recreation.
2. Must exhibit good problem solving ability and good judgment.
3. Must be able to demonstrate good safety awareness.

*The duties listed above are not set forth for the purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those duties to be performed temporarily outside the Recreation Assistant’s normal line of work.*

Fall 2024