



## **RECREATION AND SPECIAL EVENTS COORDINATOR (Seasonal)**

This is a part-time, non-exempt, seasonal position. Availability required between June and September; more hours possible through end of the calendar year. Approximately 20 hours per week, starting at \$22.00 per hour. Hours will increase weeks of major events. Examples of current events include the Whidbey Island Triathlon (July 20<sup>th</sup>), Tuesday Concerts in the Park, Sports Leagues, and Camps, and more. May be required to work weekends or evenings based on event schedule.

### **DUTIES AND RESPONSIBILITIES:**

- Support the Recreation Supervisor in all recreation and event-related duties.
- Event logistics: assist in coordinating site-related logistics. Act as specific site area lead on the day or night of Special Event.
- Volunteer management: Assist in recruiting and managing event volunteers as needed.
- Other duties as assigned to support Recreation and Special Events

### **REQUIRED SKILLS:**

- Willingness to roll up sleeves to make events run smoothly.
- Maintain a level-head and positive attitude during event-days.
- Ability to problem solve quickly in an active environment.
- Excellent administrative, oral and written communications skills.
- Professional and courteous demeanor with public and co-workers.
- Computer skills including MS Office
- Must have a valid Washington State Driver's License and be eligible to drive SWPRD vehicles.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

This position requires the operation of a computer and other office equipment. The ability to lift a minimum of 50 pounds is essential.

Applications are available at the District Headquarters Building located at 5475 Maxwellton Rd., Langley, WA 98260 or at [www.swparks.org](http://www.swparks.org). Applications will be accepted in person or by email to [office@swparks.org](mailto:office@swparks.org). Position is open until filled. First screening of applications May 24, 2024.