



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 20th), 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. Applications will be accepted in person or by email to swparks@swparks.org. Position is open until filled. First screening of applications May 24, 2024.