

CITY OF FAYETTEVILLE
Parks & Recreation Department

Summary of Duties: Event Coordinator (temporary)

Duties of this temporary assignment include the following:

1. Oversee and coordinate spring events for Fayetteville Race Series, including the spring Square 2 Square Bike Ride and the Ladies Du Fayetteville duathlon.
2. Coordinate logistics plans, meetings, safety plans, communication and marketing plans; schedules staff and volunteers; and prepare event supplies for each event.
3. Identify volunteer needs for each event and create descriptions for each volunteer position.
4. Determine the logistics and resources needed to execute events. This includes equipment lists, staff assistance, appropriate amounts of volunteers at strategically planned times and locations, and day of event goods related to participant event experience (i.e. food/drink, restrooms, entertainment).
5. Recruit, assign, and manage event volunteers.
6. Regularly communicate with the Assistant Recreation Superintendent and Recreation Superintendent on the status of event preparation.
7. Create and distribute timely pre-race communication to participants, sponsors, and volunteers.
8. Communicate any onsite needs with the Park Maintenance division at least three weeks in advance of the event.
9. Gather event summary data and write an event summary report after each event that includes labor hours, budget, and participant evaluations.
10. Complete assigned projects to a quality standard efficiently and by the deadline.
11. Display the ability to hold oneself accountable and have an aptitude for prioritizing multiple projects.
12. Demonstrate a strong sense of teamwork with the ability to foster relationships.
13. Exercise sound judgement and decision making as it relates to enforcement of race series policies, inclement weather, emergency situations, and risk management for events and facilities.
14. All actions must be in accordance with the City's policies and applicable laws.

Preferred Qualifications:

1. Bachelor's degree in communications, recreation, hospitality management, or related field.
2. Experience providing public service in a friendly, inclusive, and service-oriented environment.
3. Experience with offering recreation or community programs such as cycling and running events.
4. Previous experience working with large groups at single day events
5. Must successfully pass criminal background check
6. CPR and First Aid Certification.
7. Must be able to work independently and exercise sound judgement.
8. Communicate effectively with others orally and in writing.
9. Proficiency in the use of a computer and related software programs such as Microsoft Office programs, Google Drive, social media, and be able to effectively operate standard office equipment.

Anticipated Schedule:

Parks is looking for a temporary hire available March 1 – July 1. Must be available May 5-7 for the Square 2 Square Bike Ride and June 10-11 for the Ladies Du Fayetteville race.

- 1.) Hours will be in the 10-15 per week range during the month of March
- 2.) Hours will increase in April to 20-25 per week, with heavy hours the week of events and on event days.
- 3.) Hours will reduce again in mid-June
- 4.) Must be flexible and dependable to work evenings and weekends.

A temporary workspace will be made available at the Parks, Natural Resources, and Cultural Affairs department office.