



**Clark County Park District**  
**20482 N. Park Entrance Road, Marshall, IL 62441**

## **Recreational Events Coordinator**

### ***Summary:***

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The Recreational Events Coordinator is a part time seasonal position that responsible for the organization, implementation, supervision, and evaluation of recreation programs for persons of all ages including those with disabilities.

### ***Qualifications:***

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- Must have Knowledge of the Park
- Must be cheerful and welcoming
- Must be familiar with the surrounding areas points of interest
- Ability to communicate in person, via e-mail, and telephone
- Valid Illinois Driver's License
- Valid food handler training/certification is a plus
- Ability to add, subtract, multiply and divide.
- Ability to work with others on a team with Office Staff, Gatehouse, Camp hosts and patrons of the park

### ***Supervision:***

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The Activities Coordinator is directly responsible to the Office Manager and Executive Director. A part time Seasonal Positions with a maximum of 15 hours worked per week.

### ***Reasoning Ability:***

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Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to solve problems involving several concrete variables in standardized situations.

### ***Language Skills:***

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Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences and to speak effectively before groups of patrons or employees of organization.

### ***Essential Functions:***

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1. Plan Events for the Season including Pontoon Tours.
2. Supervise patrons' participation in agency recreational programs and activities.
3. Active participation in programs as instructed
4. Discuss event planning with office staff
5. Keep schedule of events consistent. If change of event due to circumstances such as weather, communicate with the Office Manager of changes as soon as possible
6. Purchasing of items for the event within the budget provided by the Office Manager
7. Plan and carry out small weekly entertainment events for patrons of all ages
8. Develops documentation for program planning, evaluations, safety inspections and incident reports.
9. Provide First-Aid for patrons
10. Post events for park at designated areas around shower house, restrooms and shelters as well as removal as needed.
11. Communicate and work with Office Staff, Gatehouse, Camp hosts and/or other volunteers
12. On call duties as assigned: emergency notification, response and disaster readiness
13. Know the chain of command of full-time staff on call for emergency situations
14. Clean up after event activities
15. Check bathrooms and inform staff of cleaning/restocking needs.
16. Report/Turn in Donations Earnings to Office Manager per event
17. Follow all safety policies and procedures
18. Uses protective gloves, masks, and other personal protective equipment to prevent exposure of pathogens.
19. All other duties as assigned by the Executive Director/Office Manager

### ***Competencies:***

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- **Safety and Security** – Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- **Attendance/Punctuality** – Demonstrate consistent attendance and on-time arrival.
- **Dependability** – Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- **Planning/Organizing** – Prioritize and plan work activities and use time efficiently.
- **Judgment** – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- **Professionalism** – Approach others in a tactful manner; react well under pressure; treat

others with respect and consideration; accept responsibility for own actions; and follow through on commitments.

- Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things. Must have ability to deal with people and patrons under stressful situations.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.

***Physical, Psychological, Physiological Environment, Cognitive Considerations:***

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- Must be able to resolve differences and problems with the public, vendors, and employees in a pleasant manner
- Must be able to work at a varying schedule, as assigned by the Office Manager/Executive Director and **be available for ALL events**
- Must be able to work in an outdoor environment and exposed to various weather conditions including hot temperatures, and humidity.
- Employee will be required to stand, walk, and sit.
- Must occasionally lift and/or move up to 50lbs.
- Must be a team player