



# PLEASANTON TEXAS

"BIRTHPLACE OF THE COWBOY"



## **Job Opening**

Expires: **December 19, 2018**

Human Resource will accept applications/resumes for the following positions:

## **Recreation and Event Specialist**

### **Job Description - Recreation and Event Specialist**

**Job Title:** Recreation and Event Specialist  
**Department:** Parks and Recreation  
**Reports to:** Parks and Recreation Facilities Coordinator  
**Exempt or Non-Exempt:** Non-Exempt

**JOB FUNCTON:** Under general supervision of the Parks and Recreation Coordinator, The Recreation and Event specialist provides assistance with planning, developing and implementing recreation activities, including but not limited to athletics programming, recreational programming, special events, and Civic Center private events. This job requires a flexible schedule subject to after hours, weekends, and holidays.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **PRIMARY DUTIES:**

- Assist in the development and coordination of programs, activities, events and athletic leagues.
- Schedule, coordinate, and set-up private Civic Center events
- Lead a group of individuals who may be employees, contractors and/or volunteers to accomplish assigned programs, activities and events as well as athletic programs.
- Ensure the timely development, scheduling and conduct of activities and events.
- Assist in assigning job duties and monitor task completion.
- Ensure the timely development, scheduling and conduct of activities and events.
- Assist in design and creation of necessary materials to market and promote programs.
- Direct the implementations of programs and special events.
- Recommend the purchase of new equipment and coordinate purchase orders.
- Other duties as assigned

#### **MINIMUM REQUIREMENTS**

- High School Diploma or equivalent
- 2 years of experience in Recreation/Event Planning
- Valid Class C Texas Driver's License

#### **PREFERRED REQUIREMENTS**

- Bachelor's degree in Parks and Recreation Management or associated field
- 5 years of experience in Recreation/Event Planning

#### **SALARY RANGE:**

Job Classification Group 10	Low-Range	Mid-Range	High-Range
Hourly Rate	\$11.19	\$12.99	\$14.78
Annual Gross	\$23,281.44	\$27,025.44	\$30,748.64

