



## **Position Opening**

### **Summer Special Events Coordinator**

The City of Lino Lakes is seeking one dedicated and highly motivated individual to become a part of the Park and Recreation Department's Summer Team as a Summer Special Events Coordinator. The Summer Special Events Coordinator will work early May through the end of August. This position provides a positive and safe experience for participants while providing quality programs and special events. The Summer Special Events Coordinator will provide assistance and support the Recreation Supervisor on the Puppet Shows, Family Corn Roast, Safety Camp, Friday Field Trips, Movies in the Park, Blue Heron Days, senior programming and other specialty program preparation and implementation. This position works 35-40 hours per week, indoors and outdoors in all types of weather conditions. Minimum qualifications: 18 years of age or older, a valid driver's license and a good driving record; must be able to work Mondays through Fridays 8:00 a.m. – 4:30 p.m., including some evenings and weekends; experience working with children; ability to lift up to 50 pounds and able to work well in a team atmosphere. Starting pay is \$13.75/ hour. An application and availability questionnaire must be completed in order to be considered for the position. For an application contact: City of Lino Lakes, 600 Town Center Pkwy, Lino Lakes, MN 55014; 651-982-2445; or web site: [www.ci.lino-lakes.mn.us](http://www.ci.lino-lakes.mn.us). Applications may be dropped off, mailed, or faxed; however, submission via email to [recreation@ci.lino-lakes.mn.us](mailto:recreation@ci.lino-lakes.mn.us) is the preferred.

Application deadline: Tuesday, February 21, 2017 @ 4:30 p.m.

Interviews the week of: March 6 – 10, 2017





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## **POSITION DESCRIPTION**

**JOB TITLE:** Summer Special Events Coordinator  
**DEPARTMENT:** Recreation Department  
**REPORTS TO:** Recreation Supervisor  
**FLSA STATUS:** Temporary/Non-Exempt

### **POSITION SUMMARY**

This position provides assistance and support to the Recreation Supervisor on summer special events such as Puppet Shows, Family Corn Roast, Safety Camp, Friday Field Trips, Movies in the Park, Kite Day, Blue Heron Days, senior programming and other specialty program preparation. Leadership and interaction with other team members and the public is a key component of this position.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Assists in the supervision of recreation day camp and specialty camp staff by providing work direction, monitoring activities, coordinating schedules, organizing meetings and assisting with all aspects of summer operations.
2. Assists in the implementation of recreation programs and ensures a safe, friendly, and enjoyable atmosphere for all participants.
3. Provides effective communication with all internal and external user groups.
4. Attends and participates in program and operation meetings – providing input and updates on programs, events and services.
5. Supports Recreation Supervisor with patron relations, registration, special events and programs.
6. Puppet Wagon Shows: gather all supplies, create and implement craft related to the theme of the show, provided direction for seasonal staff that are assisting this position at the show.
7. Family Corn Roast: assigning positions with seasonal staff, create and implement carnival games, and assist with gather all food tent supplies.
8. Safety Camp: gather supplies, assist with scheduling and communicating with vendors, attending safety camp meetings and provide direction for seasonal staff and volunteers that are assisting this position during the event.
9. Friday Field Trips: responsible for all Lino Lakes participants that are attend the field trip, handing out summer trip shirts and attending all field trips.

10. Movies in the Park: Maintain the recreation tent during the event, create and implement carnival games, communicate with the movie vendor and sell concessions.
11. Kite Day: gather all supplies and hand out kites during event
12. Blue Heron Days: assists with scheduling parade units, parade line up, event road closures, assists with events schedule, create and implement kiddie carnival, work with vendors, assist with the organization of the Business Expo, obtaining volunteers, obtain new and maintain current sponsorships, assist with main ticket tent, and marketing for all events.
13. This position is responsible for guiding work direction to seasonal staff and volunteers, however, is not the direct supervisor.
14. Provides backup for phone and front counters when needed.
15. This position begins in early May and will run through the end of August.
16. Performs other duties as assigned or apparent.

Note: These examples are intended only as illustrative of various types of work performed, and are not all inclusive. The City reserves the right to add, modify, change, or rescind work assignments.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to work in a professional manner by using tact, courtesy, and respect in dealing with the public and other City employees.
2. Knowledge, proficiency and accuracy in the use of computer applications and software/hardware, including Microsoft Office Suite.
3. Knowledge of modern office procedures and practices.
4. Ability to work independently and to prioritize work.
5. Ability to perform duties efficiently and demonstrate good judgment and attention to detail.
6. Strong written and verbal communications and customer service skills.
7. Ability to work cooperatively with co-workers, supervisors, and the general public.
8. Ability to research, analyze, evaluate, plan and assist in the coordination of Recreation Department activities.

## **REQUIRED QUALIFICATIONS**

1. **Must be at least 18 years old with a valid driver's license**
2. Previous experience working with children is required
3. Able to work well with others in a "team" atmosphere.
4. Ability to convey a message in a clear, concise manner and tailor the message to the age of the audience.
5. Required to work Mondays through Friday 8:00 am – 4:30 pm. Note: some Fridays will require working till 5:00 pm

6. Required to work evening / weekend shifts during:
  - Kite Day
  - Corn Roast
  - 3 Puppet Wagon shows
  - Safety Camp
  - Friday Field Trips
  - Movies in the Park
  - Blue Heron Days
7. Able to work indoors and outdoors in all types of weather
9. Physical Requirements: ability to lift up to 50 pounds

### **DESIRED QUALIFICATIONS**

1. Previous experience working in similar field.
2. Previous leadership experience.
3. Previous experience working with websites
4. Experience developing and implementing programs and activities is preferred.
8. Experience working with people with disabilities.
9. First Aid and CRP certification.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be added to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, feel, operate objects, tools or keyboards, speak intelligibly, hear and read. The employee is frequently required to stand, walk, and reach hands and arms. The employee must frequently move, turn, lift and carry objects weighing up to 50 pounds. Examples of lifting and carrying include, but are not limited to, paper, site bins, supplies, and toys. Specific vision abilities required for this job include close vision and the ability to adjust focus.

It is the policy of the City of Lino Lakes to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statutes, and local ordinances.

Created: 1/11/17