

CITY OF LINDSTROM -----POSITION CLASSIFICATION

POSITION TITLE: Special Event Coordinator [Part-Time]

DEPARTMENT: Parks

ACCOUNTABLE TO: City Administrator

Created: August 29, 2017

Primary Objective of Position

General Statement: Under the supervision of the City Administrator, the employee is responsible for all aspects of coordinating, managing and marketing of the Karl Oskar Days Celebration.

Essential Duties:

- A. Plan, schedule and execute the Karl Oskar Days Celebration;
- B. Promote the event locally and regionally through various media outlets;
- C. Recruit and lead volunteers for the Celebration;
- D. Coordinate registration for the Celebration;
- E. Solicit donations from local and regional companies as appropriate;
- F. In cooperation with the City Administrator, be the ultimate decision maker on all critical aspects of the Celebration, including all safety aspects;
- G. Order supplies for the Celebration as necessary;
- H. Responsible for all money collected and spent in relation to the Celebration;
- I. Maintain accurate records on participation, revenues, contacts and year to year activities;
- J. Make recommendations for new events, activities or ways to improve the existing Celebration;
- K. Ensure all website, social media, and calendars are current.
- L. Create and distribute marketing materials.
- M. Performs other job duties as required.

Organizational Relationships

- A. Coordinates all Policing needs with the LAPD
- B. Keeps the City Administrator informed throughout the planning of the Celebration
- C. Reports to the Park Commission at the end of the event

Qualifications and Experience

- A. High School diploma and;
- B. Experience coordinating the logistics of community events;
- C. Must be 18 years of age and hold a valid driver's license

Knowledge, Skills and Abilities

- A. Ability to manage all aspects of large special events
- B. Ability to make necessary decisions to ensure a safe and well-run event
- C. Willingness and availability to work weekends when required
- D. Ability to deal with the public in an informed, pleasant and professional manner.
- E. Ability to recruit and train necessary volunteers
- F. Possess advertising and promotional and social media skills
- G. Possess highly developed organizational and communication skills keeping the City Staff, Downtown Businesses, Chamber of Commerce and Volunteers informed

Environmental and Physical Conditions

Variable hours with several long days just prior to and during the Celebration. Moderate to heavy lifting required. Must be willing to work in all weather conditions throughout the Celebration. Requires the ability to maintain body equilibrium when bending, stooping, crouching, reaching and/or stretch arms, legs or other parts of body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Ability to lift up to 50 pounds.