



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**RECREATION PROGRAM**  
**COORDINATOR - SPECIAL EVENTS**  
(PUBLIC RELATIONS & SPECIAL ACTIVITIES)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for planning and implementing citywide festivals and special events. Reports to a Recreation Programs Supervisor.

## **ESSENTIAL JOB FUNCTIONS**

Plans, develops and implements all components of major City-sponsored and co-sponsored public festivals, special events, ceremonies, concerts and other activities. Coordinates logistics, site and safety concerns, programming, entertainment, communications, budgeting and fund-raising. Collaborates with other City departments and community organizations.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Recreation Programming - Comprehensive knowledge of accepted festival and event industry standards, procedures, trends, technical and programming aspects and site planning.
- Customer Service - Thorough knowledge of principles and processes for providing customer services.
- Public Relations and Communications - Knowledge of preparing and disseminating public information.
- Safety - Knowledge of occupational hazards, safety precautions and safety regulations related to recreational activities and other work related precautions.

## **REQUIRED SKILLS**

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, outside organizations and citizens.

- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of tasks with reasonable speed and accuracy. Skill in working with text, graphics, document layout.
- Judgment/Decision Making – Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

### **REQUIRED ABILITIES**

- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand. Excellent ability to listen and understand information and ideas presented verbally and in writing.
- Accounting/Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

### **EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in Recreation, Leisure Studies, Communications or a related field and 3-5 years experience in professional event management, recreation programs or an equivalent combination of education and experience.

### **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check, sex offender registry check and a valid driver's license with acceptable driving record.

### **PHYSICAL AND DEXTERITY REQUIREMENTS**

- Tasks require extensive (or prolonged) periods of walking and standing.
- The ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-50 pounds).

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL HAZARDS**

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, traffic hazards, violent individuals, infectious disease, or rude/irate customers.