

City of Frisco – Job Opening

Open link below.

<https://friscotexas.tms.hrdepartment.com/jobs/2670/Recreation-Programmer-Special-EventsFrisco-TX>

Recreation Programmer - Special Events

Location : Frisco TX US 75034

Division : Parks and Recreation

Job Code : 1021

% of Travel Required : None

Job Type : Full Time with Benefits

Career Level : Experienced (Non-Manager)

Education : Bachelor's Degree

Skill : Marketing -> Event Coordination, Communications

Category : Sports and Recreation

Compensation : From 19.24 To 23.57 USD Per Hour

Job Description :

Summary: Under the direction of the Special Events Program Supervisor, the Recreation Programmer assists in the development, planning, promotion, execution, and evaluation of special events for the community.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Assists in producing large-scale, family-oriented special events for the Leisure Services division including the Daddy Daughter Dance, Easter Eggstravaganza, Mother Son Dance, Merry Main Street, and Frosty 5K.
- Produces events including Dive-In Movies, Park a Palooza, and Breakfast with Santa.
- Assists with coordinating and executing City and department events including Freedom Fest, groundbreaking ceremonies, dedications and facility anniversaries.
- Assists in recruiting and assigning event staff from Parks and Recreation divisions and other city departments.
- Assists in requesting, utilizing and directing volunteers for special events recruited and assigned by City volunteer coordinator.
- Requests and vets quotes for event services and goods utilizing the City's purchasing and risk management policies.
- Enters and maintains purchase orders and issues timely payment requests.
- Reviews, orders, purchases, and delivers special events promotional materials.
- Responds to patron communications and effectively resolves complaints, answers questions, and records suggestions.

- Participates in the preparation and administration of the annual budget for the Special Events subdivision.
- Prepares and issues surveys and compiles information for departmental research and event evaluation.
- Prepares event research and reports as assigned.
- Verifies the services and equipment of contracted vendors during events for compliance with quotes and applicable ordinances and policies.
- Troubleshoots and thinks creatively to effectively solve problems during events.
- Maintains relationships with other City departments to ensure needs and requests of both parties are fulfilled.
- Assists in booking private special events in the City's parks and attends Private Special Events Committee meetings when requested.

Other Important Duties:

- Required to work extended hours including evenings, weekends, and some holidays.
- Attends meetings and trainings as required.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Job Requirements :

Required Knowledge and Skills:

- Knowledge of recreation programming and development techniques.
- Knowledge of the planning, administration and operation of recreational programs and facilities.
- Knowledge of applicable safety rules and regulations to protect citizens and employees.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in resolving customer complaints and concerns and troubleshooting problems.
- Ability to coordinate several events at various stages.
- Ability to coordinate and prioritize multiple projects and assignments.
- Ability to maintain and enforce City of Frisco policies and procedures.
- Ability to work successfully with diverse populations.
- Ability to complete assignments with limited direction and supervision.
- Ability to work under deadlines and stressful situations.
- Proficiency in the use of computers and related equipment, hardware and software.
- Must possess strong organizational skills.
- Must possess strong creativity skills.

Required Education, Training, Experience, Certificates, and/or Licenses:

- Bachelor's Degree in Public Relations, Hospitality, Leisure Services, Communications, Marketing, or related field **and** two (2) years experience in Special Events, Media, Public Relations, or equivalent combination of education and experience.

- Must obtain adult and infant CPR, AED and First Aid Certification within 3 months of employment.
- Must pass pre-employment drug screen, criminal background, MVR check and physical agility exam.
- Must possess valid State of Texas class C driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office, fitness center and outdoor environments.
- May be subject to exposure to air and water borne pathogens, body fluids, and infectious diseases when applying CPR, First Aid or cleaning facilities.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Climbing – ascending, descending ladders, stairs, ramps, requires body agility.
- Crawling – moving about on hands, knees, or hands, feet. X
- Crouching – bending body forward by bending leg, spine. X
- Feeling – perceiving attributes of objects by touch with skin, fingertips. X
- Fingering – picking, pinching, typing, working with fingers rather than hand.
- Grasping – applying pressure to object with fingers, palm. X
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information. X
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees. X

Physical Activities

- Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers. X
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely. X
- Standing – for sustained periods of time. X
- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back. X
- Talking 1- expressing ideas by spoken word X
- Talking 2 – shouting to be heard above ambient noise.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading. X
- Visual Acuity 2 - color, depth perception, field of vision.
- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.

Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.

Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning. X

Pulling - use upper extremities to exert force, haul or tug.

Visual Acuity 4 - operate motor vehicles/heavy equipment.

Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.

Walking - on foot to accomplish tasks, long distances, or site to site. X

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	X
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment, recreation equipment, audio/visual equipment, cash register, maintenance and cleaning equipment and department vehicles.