

# Career Opportunity

## Position: Outreach and Special Events Coordinator

The Miami County Park District is seeking an individual who is motivated and has the right combination of experience and/or education in parks and recreation or a related field to become a Full-Time Outreach and Special Events Coordinator.

### Summary of Position and Duties:

The Outreach and Special Events Coordinator reports to and takes directions from the Executive Director or other designated supervisor. As a Full-time employee, the coordinator must be willing to work irregular hours, weekends, holidays and extended hours as required to perform the duties set forth in this position.

The Outreach and Special Events Coordinator's primary responsibilities are to build strategic relationships, plan and manage a variety of special events, conduct outreach activities and recruit and retain volunteers for all Park District programs. This position requires the individual selected to have a wide range of positive interpersonal skills, programming experience, strong work ethic and organizational abilities. The successful candidate should display the capability to collaborate with different departments to achieve desired results. Other duties include:

- Promote positive image of the Park District in the community.
- Plan, coordinate and manage all special events presented by the Park District. Special events are one-time or infrequently occurring activities outside normal public programming and educational services.
- Coordinate all volunteer efforts including VIP programs, corporate events, individual projects and service groups.
- Develop relationships with key individuals and organizations to encourage strategic partnerships.
- Represent the Park District at various community organizations to present a positive and professional image.
- Conduct formal and informal presentations on behalf of the Park District
- Coordinate with Marketing Administrator to promote, identify needs and fundraise for special events.

### Educational Requirements and/or Experience

Prefer four-year degree and two years professional working experience in Parks and Recreation or a similar field or a combination of the two.

Must possess a valid Ohio Drivers License with a good driving record, who is insurable with the Miami County Park District. Must have criminal background check and drug test.

Deadline for application is Friday, January 12, 2018.

The salary range for this position is \$32,000 to \$52,000 per year plus excellent benefits. Starting salary will be dependent on experience and qualifications. The selected individual is eligible for all benefits offered to full time Park District staff.

This position will remain open until filled.

**To apply, please submit the following materials:**

1. A resume with current contact information
2. Miami County Park District Job Application (see website)
3. Forward application package to:

**Miami County Park District – Outreach Coordinator**

**2645 East St. Rt. 41**

**Troy, Ohio 45373**

**Phone: (937) 335-6273**

**E-mail: [protectingnature@miamicountyparks.com](mailto:protectingnature@miamicountyparks.com)**

**Website: [www.miamicountyparks.com](http://www.miamicountyparks.com)**

For a detailed job description, please contact the District office at 937-335-6273. For a blank application, go to [www.miamicountyparks.com](http://www.miamicountyparks.com) or stop by the Administration office at 2645 E. St. Rt. 41, Troy Monday-Friday between the hours of 8 a.m. and 4 p.m.