



## TOWN OF HAYDEN

### JOB DESCRIPTION – PROGRAMS & EVENTS COORDINATOR

**Department:** Hayden Center

**Job Title:** Programs and Events Coordinator

**Wage Status:** Full Time Salary Exempt

**Wage Range:** \$66,756 - \$85,200 DOQ

**Supervisor:** Recreation Director

**Benefits:**

**Vacation and Sick-Time:** Accrue 3 weeks of vacation and 12 days sick time annually.

**Health, Dental, and Vision Insurances:** The Town provides 100% coverage for the employee and their respective family for all insurances listed (valued at approximately \$27,000 per year for a family, \$7,200 per individual).

**Retirement:** The Town has a 457 ICMA-RC plan and will match up to 7% of employee contributions as well as Roth IRA options.

**Family Leave:** The Town has a 12-week family leave plan for family expansion which is exclusive of PTO or sick time so families can take the time needed and celebrate this wonderful and exciting time while saving PTO for time off of work.

**Hayden Center Membership:** A full paid membership at the Hayden Center is included for all full-time employees and their families.

**Career Progression Notice:** There is no current promotion for this position at this time.

---



## **Job Summary**

The Programs and Events Coordinator works closely with the Recreation, Fitness, and Arts/Events Directors to plan, organize, and execute recreational, fitness, and arts programming and events from start to finish. The ideal candidate is highly organized, creative, and passionate about fostering active community participation. This position requires excellent problem-solving skills, leadership abilities, and strong communication skills to engage with diverse community members effectively.

This position is “at-will,” meaning the Town of Hayden may terminate the employment relationship at any time and for any reason, subject to applicable Federal and State laws. Similarly, the employee may end the relationship at any time without notice.

---

## **Key Responsibilities**

### **Programming and Event Coordination**

- Assist in developing concepts, timelines, and budgets for events, such as festivals, holiday celebrations, tournaments, leagues, and workshops.
- Plan and implement recreational programs for all ages, including youth sports, fitness classes, senior activities, and arts and crafts.
- Collaborate with local artists, performers, and instructors to design innovative programs tailored to community needs.
- Develop and maintain a comprehensive community calendar of events.
- Staff and runs/assists in running events and programs for the Town in all capacities as assigned.

### **Administrative Duties**

- Procure supplies and services within budgetary guidelines.
- Maintain accurate records of attendance, expenses, and program evaluations.
- Assist with data entry and updates in recreation center software.
- Manage program supply inventory and request or purchase additional items as needed.

### **Volunteer and Vendor Management**

- Recruit, train, and supervise volunteers to support events and programs.
- Coordinate with vendors, ensuring smooth event operations.

### **Marketing and Outreach**

- Develop and distribute promotional materials for events and programs.
- Actively engage and collaborate with local businesses, residents, and organizations to enhance participation.
- Solicit sponsorships and foster relationships with sponsors to support programs and events.

### **Evaluation and Development**



- Ensure all programs are inclusive, accessible, and aligned with the Town's goals.
- Regularly assess program effectiveness and recommend improvements.

### **Other Duties**

- Perform additional duties as assigned by the Recreation, Fitness, and Arts/Events Directors or Town Manager
- 

### **Mental Demands**

- Major and routine decision-making under deadlines and pressure.
  - Ability to gather, analyze, and compile data accurately.
  - Attention to detail and compliance with established procedures and policies.
- 

### **Education and Experience**

- **Education:** High School Diploma or GED required. Additional training or equivalent experience in recreation, arts, or event coordination preferred.
  - **Experience:** Previous experience in recreation, fitness, arts programming, or event coordination is highly desirable.
  - Proficiency in Microsoft Office, MS Word, and accounting software.
- 

### **SKILLS:**

Public relations, detail oriented, technologically proficient, organization skills, scheduling, records management, ability to communicate clearly verbally and in writing, problem solving skills, ability to use independent and collaborative decision-making processes, social media training, budget management, municipal parks and recreation experience preferred.

### **WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS**

The position involves physical and sedentary activities in an indoor facility or outdoor setting.

- This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, reaching over head, reaching away from the body, and repetitive motion;



- Must possess the ability to lift items up to thirty (30) pounds frequently and in excess of sixty (60) pounds occasionally;
- Moderate physical activity under potentially adverse conditions will be required frequently;
- This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;
- Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, water, electrical currents, and high places;
- This position will involve periods of high physical, mental and/or emotional stress.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **SPECIAL REQUIREMENTS:**

- Valid Driver's License and Proof of any Degree's or Certificates if needed.
- Must be 21 years of age or older due to management of liquor license issues and laws dealing with liquor licenses for HPB and other Town of Hayden events that involve alcohol.

#### ***Notice***

- *This job description is not intended to be a comprehensive list of activities, duties or responsibilities for this job. The duties, expectations and actions listed for this role may change at any time with or without notice.*

#### ***EEO Statement***

- *We believe diversity makes us stronger. The Town of Hayden provides equal employment opportunities to all employees and applicants without regard to sex, gender identity, sexual orientation, genetics, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.*