

The Town of Hayden is **HIRING**

Programs and Events Coordinator



Bringing People Together

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.

Salary & Benefits

- \$66,756 - \$85,200/yr DOQ
- Three weeks of vacation and 12 sick days annually.
- 100% town-paid health, dental and vision coverage for employee and family.
- Town matches 7% of employee contributions towards retirement fund as well as Roth IRA options.
- 12-week family leave plan for family expansion.
- Hayden Center membership for employees and family.

How Do I Apply?

Resumes, cover letters, and application should be submitted to Finance Director, Andrea Salazar at:

Andrea.Salazar@HaydenColorado.org

or mailed to Town Hall:
178 W Jefferson Avenue,
P.O. Box 190
Hayden, CO 81639





Position Opportunities

Qualifications

Programs and Events Coordinator

- **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.

Salary

\$66,756 - \$85,200/yr DOQ
(Full-Time Salary Exempt)

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.



Job Duties & Responsibilities *(please see full job description online for more details)*

- 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 programs tailored to community needs.
- Maintain accurate records of attendance, expenses, and program evaluations.
- Recruit, train, and supervise volunteers to support events and programs.
- Develop and distribute promotional materials for events and programs.
- Ensure all programs are inclusive, accessible, and aligned with the Town's goals.



For Full Position Description & Application:

