



Making life better in King

THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Recreation Coordinator – Special Events	CLASSIFICATION: Union, Full-Time
DEPARTMENT: Community Services	SALARY LEVEL: \$66,812 - \$74,219 (Grade 7; 2024 Rate)
LOCATION: Municipal Centre, 2585 King Road, King City, ON	

JOB PROFILE:

Function:

Under the direction of the Supervisor of Special Events, the Recreation Coordinator - Special Events is responsible for developing, planning, promoting, implementing, and evaluating special events and related projects of significant scale. The Coordinator supports a variety of event committee members and other Community Services staff by assisting with issues regarding risk management, liability, and implementing event programs and vendor recruitment. This position will deliver quality service to other staff members, internal and external clients, visitors, and residents.

Reports to:

- Supervisor of Special Events

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Coordinates, facilitates, and executes a variety of municipal events of varying scales, types, and locations.
- Develops and implements staff training for special events to ensure compliance with legislative and other regulatory requirements and Township policies, practices, procedures, and guidelines.
- Assists with the establishment and maintenance of partnerships with external groups in order to enhance ongoing and new events.
- Acts as municipal liaison for community led events, including attending committee meetings as required.
- Makes recommendations on operational policies and procedures to ensure participant safety and responsible risk management.

- Establishes, cultivates, and maintains external community relationships and effectively partners with diverse groups of constituents.
- Liaises with municipal staff, local groups, supporting agencies, government agencies and other organizations for the development and implementation of events.
- Develops and implements ongoing evaluation models for current and new events.
- Evaluates current trends and practices to assist in the identification of opportunities for events and festivals through research, consultation, evaluation, and experience.
- Works with the Corporate Communications Division to develop and implement individualized marketing strategies for municipal events including various social media platforms, print, signage, and radio.
- Works with the Corporate Communications Division to maintain event microsites and relevant event social media channels.
- Assists in the development of each event's operating budget and sets targets for event related revenue generation, including sponsorship, donation, and event fees.
- Assists in actively facilitating and seeking out sources of financial support for Township events (i.e. grants, sponsorship opportunities, etc.).
- Act as a point of contact for local sponsors and other partners; develop systems to ensure effective messaging to all users.
- Develop and promote sponsorship packages on behalf of the event team in alignment with corporate sponsorship needs.
- Create feedback surveys, focus groups and other formal interactions with event participants to track appropriate usage data to foster continuous improvement in services offerings and delivery models.
- Maintains a high level of communication to effectively manage logistics and create an ongoing presence for the Community Services Department in the Township of King.
- Models and practices HIGH FIVE® – Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends, and Caring Adult).

Education/Experience:

- Post-Secondary education related to Special Events or Recreation Coordination.
- Minimum of two (2) years' experience in Special Events.
- Experience working in a municipal environment would be considered an asset.
- Proficiency in Microsoft Office, Photoshop, Adobe Illustrator, Canva, and utilization of social media networks.
- Working knowledge of PerfectMind software would be considered an asset.
- Valid class G Driver's License and reliable vehicle for work use, where required.
- Valid First Aid certificate.
- HIGH FIVE® certification is considered an asset.
- Completed Vulnerable Sector Screening and Drivers abstract.
- Experience with production of publications and website management would be

considered an asset.

- Experience developing and implementing marketing plans and sponsorship packages would be considered an asset.
- Experience in budget planning, tracking, and revenue generation.
- Experience in meeting tight deadlines and accomplishing projects in a fast-paced environment.
- Flexibility managing and adjusting own behaviours to work effectively in light of new information, changing situations with various people. Understanding and appreciating difference and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change.
- Easily accepting changes in task requirements.
- Ability to make sound decisions, work on multiple projects and utilize reasonable judgement.
- Excellent verbal and written communication skills required, along with good organizational skills.
- Must be able to deal effectively with the public, all levels of staff, volunteers and periodically with elected officials.

Conditions of Employment:

- Required to work in a general office environment with frequent travel to satellite event locations.
- Required to work special event days.
- Will be required to work outdoors in inclement weather while organizing and implementing events.
- Event set up/take down may require physical work.
- Work involves mental and visual concentration with frequent interruptions.
- Must be able to meet set deadlines.