



City of Horn Lake – Parks & Recreation

Job Description – Athletic & Event Coordinator

PURPOSE OF POSITION

Under general direction, assists in the planning, coordination and management of the Parks & Recreation Department; coordinates Department programs and strategies required to meet the City's goals and objects.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assists with departmental programs, services, and personnel as assigned by the Department Director
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures
3. Evaluates and monitors staff work load, and administrative and support systems
4. Identifies opportunities for improvement and presents recommendations to the Director; manages the implementation of operational improvements and monitors the effects of the changes
5. Assists with administering department policies and procedures and recommends changes
6. Conducts a variety of organization studies, investigations, and operational studies, recommends modifications to recreation programs, events and activities as appropriate
7. Provides advice and counsel to the Director and Assistant Director of Parks, prepares and presents staff reports and other communications on Department activities and plans
8. Represents the Parks & Recreation Department at local and regional meetings as assigned, and makes decisions and commitments within scope of authority
9. Selects, trains, motivates and evaluates assigned personnel; provides and coordinates staff training; works with employees to correct deficiencies
10. Maintains the absolute confidentiality of all records and information
11. Use social media to promote park programs and events.
12. Help market programs and events.
13. Assist in Organizing Fundraisers and sales ads for sponsorships
14. Help with making the public aware of upcoming events.

MAJOR DUTIES AND RESPONSIBILITIES

Manage scheduling of athletic/event programs

- Ensure events are scheduled in most efficient manner
- Ensure employees learn event rules

- Work to schedule events and ensure that they are knowledgeable of the various activities

Provide departmental public relations support

- Communicate with citizens about departmental services
- Attempt to resolve complaints
- Attends meetings and conferences
- Use of social media to promote parks department

Organize and conduct the sign-up process for all events

- Ensure information is available to schools and public
- Assist in Determining volunteers and staff for events.
- Ensure all funds generated by events are accurately accounted and documented
- Organize mass emails to citizens about park and events at the park

Manages (Seasonal / Contracted) and Volunteers

- Assist in hiring
- Evaluate
- Respond to Disciplinary Actions when required
- Schedule Employee Work Assignment

Computer and Electronic assignment

- May be responsible for some website material and entry
- Assist with research, grant and sponsorship opportunities
- Written reports to Parks Director weekly on previous week events and upcoming

MINIMUM QUALIFICATIONS

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities that would typically be acquired through:

- High school diploma and a minimum of a 2-year degree or bachelor degree in recreation management or closely related field. Years of experience may be allowed to be substituted depending on experience and qualifications specifically related to position.

WORKING CONDITIONS

Work in office environment; sustained posture in a seated position for prolonged periods of time.

Full-time, permanent position:

- Regularly scheduled hours year-round, with weekend and/ or night work
- Work condition will be indoors and outdoors in all types of weather conditions

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Tournament management practices, methods and tournament marketing strategies
- Budget process and procedures

- Computer software, including word processing and spreadsheets
- Standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- General office and filing practices and procedures
- Mathematical skills, including addition, subtraction, division and multiplication
- Proper grammar and proper use of English in speaking and writing
- General functions and operations of municipal government

Skills and Abilities:

- Schedule events
- Leadership
- Organization
- Motivate and supervise employees
- Work with volunteer and the community
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work independently
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in adverse situations
- Provide folders to Parks Director for each event
- Marketing events

FLSA: Non-Exempt

REPORTS TO: Parks Director, Assistant Parks Director

SUPERVISES: Event Workers (Seasonal and Contracted) and Volunteers

* Revision adopted: 07/24/26