



JOB DESCRIPTION

Full-Time Park and Recreation Athletics/Special Event Coordinator

Position Purpose: Serving under the direction of the Parks and Recreation Director, the employee will be responsible for the management, planning, organizing and implementation of special events and athletic programs. In addition, the position may entail other duties assigned by the Parks and Recreation Director or City Manager.

Essential Elements: This hands-on position involves a variety of tasks including managing the operations of and assisting with the management, planning, organizing and implementation of special events, community events, cultural events and community outreach; planning, coordinating and leading athletic activities/programs with a special focus on sports league coordination, facility reservation management, field preparation. This position involves duties that require a full range of physical motion and activities including manual digging, pushing, pulling, lifting, twisting and turning the upper body, stooping, kneeling, crouching, climbing, balancing, crawling, reaching for objects, walking and standing. This position will be evaluated by the Parks and Recreation Director based upon observation of results and compliance with established policies and procedures. Employee must be able to understand and follow verbal and written instructions and work independently.

Principal Accountabilities: Must be dependable, self-motivated and able to work under pressure with a high-quality work ethic while displaying a willing attitude to learn and take on new tasks. Must possess proficient skills in the areas of organizational detail, ability to handle a multitude of tasks simultaneously, have excellent communication skills, work effectively with the public and other employees in a teamwork environment and must be able to follow all safety practices, policies and procedures.

Minimum Qualification: An Associate's Degree preferred and a High School Diploma or G.E.D. equivalency is required. The employee must be able to read, write and make basic mathematical calculations. The employee must be willing to work a diverse schedule to include evening, weekend, and overtime hours as needed oftentimes in inclement weather. Work experience related to event planning and athletic programs including knowledge of the rules of a variety of sports and the operation of equipment is desirable. The employee must be able to pass a drug screen and background check.

Salary is dependent on experience and qualification. This position has an excellent benefits package.

Applications are available online at <https://kingstontn.gov/personnel-hiring-etc/> and at Kingston City Hall located at 900 Waterford Place Kingston, TN 37763. Please submit applications and resumes to the City of Kingston by mail or email at humanresources@kingstontn.gov. The City of Kingston is an Equal Opportunity Employer.