



Town of Upper Marlboro

Job Descriptions

Position Title: Recreational/Events Coordinator (Part Time)

Department: General Government

Direct Report: Town Administrator

Classification Description Summary

The ideal Recreational/Events Coordinator candidate will be responsible for community recreation, project coordination, daily administrative duties, scheduling fields/facilities and amenities for events. Under the supervision of the Town Administrator, the Recreational/Events coordinator will possess skills in contracting, strategic planning, and coordinating different Town Committees and groups. The candidate will have working knowledge in safety organize, planning, promoting, and the execution of events/recreation initiatives within the Town of Upper Marlboro.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Organizing special events including logistical set-up, volunteer coordination, and promotion
- Developing and monitoring event timelines and ensure deadlines are met.
- Coordinating fundraising efforts, including soliciting donations, sponsorships, and prizes for events.
- Attend Town Committee meetings on a monthly basis, and other committee meetings as needed, and serve as the staff liaison to the Town Events Committee.
- Coordinate with Town Police, Public Works, and other Department on needs for events.
- Collaborating with community organizations to utilize Town resources for allied events.
- Developing and enhancing working relationship with various organizations, non-profit groups, service clubs, and businesses
- Work with other entities (government, non-profits, businesses, ect) to coordinate and promote different events happening within the Town.
- Initiating and/or participating in all efforts to publicize the events and promotions
- Writing website content and developing suggested layouts
- Assisting the Town Clerk's office with adding events to website and Town media.
- Obtaining proper road closure and County event permits as needed.
- Coordinate with M-NCPPC Parks & Rec on partnerships and equipment requests.
- Attending Town meetings to report on event and promotion activities

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Handles stress effectively without interfering with performance.

- Organize, set priorities, and exercise sound independent judgement within area of responsibility.
- Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.
- Ability to keep office records and to prepare accurate reports from file sources.
- General knowledge of current office practices and procedures and knowledge of the operation of standard
- Bilingual/Spanish Speaking preferred but not required.

Education/Training

- High School Diploma or GED equivalency required.
- Associate degree or bachelor's degree is preferred but not required.

Experience

- 2-3 years of event planning and/or volunteer management.
- Broad base understanding on issues material to organizational programs, processes, and influences.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment

Work is performed primarily in a standard office environment and remotely during both normal office hours and after hours, weekends, and holidays as needed. Some examples of events that this position may coordinate include: Marlboro Day festival & Parade, quarterly blood drives, Arbor Day/Tree Plantings, Truck or Treat on Main Street, outdoor movie nights, Town clean-ups, food drives, holiday tree lighting ceremony, car shows, vaccination events, Veterans Day ceremony, ribbon cutting ceremonies, arts festivals, farmers markets.

Physical

Primary functions require sufficient physical ability and mobility to work in an outdoor event setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift min. of 20 lbs., carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vaccination:

Pursuant to the Town's COVID-19 mitigation protocols, individual must be fully vaccinated upon commencing employment.