

Coquille Parks & Recreation Special Events & Rentals Coordinator

Coquille Parks & Recreation is seeking a dynamic and organized Special Event Coordinator to support our programmatic efforts in expanding our offerings beyond athletics. This position will create, plan & coordinate several special events, with an emphasis on rentals, and oversee the scheduling of facility usage that takes place. This is a full-time position that will be expected to work on some nights & weekends per event & program schedules. This position reports directly to the Assistant Director of Programs at Coquille Parks & Recreation.

Key Responsibilities

- Assist in the oversight of scheduling the Managers on Duty, ensuring they are properly trained & aware of upcoming rentals.
- Create and adjust event budgets and proposals
- Interpret and enforce all facility and employee policies and procedures.
- Manage organizational calendar to ensure that rentals do not conflict with youth & adult recreational programming or facility maintenance.
- Recognize, respond to, and properly record all incidents and emergencies on property.
- Research new & innovative events to bring both on property & into the local community.
- Responsible for providing excellent customer service & managing event-related inquiries.
- Track & manage all rental requests and scheduling by keeping an orderly system for multiple forms, including MOUs and different versions of rental contract.
- Work with the Town of Madisonville to plan multiple holiday events throughout the calendar year.
- Other duties as assigned by supervisors with flexibility to adapt to changing priorities and tasks.

Qualifications

- Bachelor's degree in event management or a related field preferred, or equivalent work experience.
- Excellent organizational, written, and verbal communication skills with vendors & coworkers.
- Strong customer service skills with the ability to effectively communicate and interact with diverse groups of individuals.
- Ability to work independently, and collaboratively in a team environment.
- Familiarity with money handling, Microsoft Suite, and registration software a plus.
- Ability to lift equipment and perform manual work for event set up.
- Current CPR/AED & First Aid Certification or ability to attain within 90 days (park covers).
- Must possess a valid Louisiana driver's license.

Benefits

- Medical, dental, life and vision insurance options are available.
- Retirement plan with employer contribution.

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- Paid time off and holidays provided.
- Professional development opportunities.

Pay Range: \$38,000 - \$45,000

The St. Tammany Parish Recreation District #14 is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, disability, age, pregnancy, military status, or citizenship. We celebrate diversity and are committed to creating an inclusive environment for all employees.