

JOB DESCRIPTION

- I. Name of Position: Special Projects Coordinator
- II. Organization Unit: Administrative Division Assigned to Special Projects Manager
- **III.** <u>General Summary:</u> To perform all essential job functions in coordinating, programming, special events, community outreach, park events, and managing seasonal SoKY Ice Rink.
- **IV. <u>Qualifications:</u>** Must be 18 years of age. WCPRD is an equal opportunity employer.
- V. <u>Special Work Conditions</u>: Employee will be required to work nights, weekends, and holidays. Work week will be 40 hours/week. Work in winter conditions, work on the ice rink and perform various maintenance and operational duties as trained by Administrative Staff of WCPRD.
- VI. <u>Position Wage:</u> This is a full-time position. Salary will be determined at the time of employment offer. Medical, dental, and vision insurance plans are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).

VII. Employee Classification: Non-Exempt

VIII. Essential Job Functions:

а.

Ice Rink Duties

- 1. Assist in the training, general walk-through of the chiller and mechanical operations of the ice rink, and the setup and breakdown of the ice rink.
- 2. Attend all ice rink meetings in pre- and post-season.
- 3. Prepare the ice prior to all nights and events when the rink is scheduled to be open.
- 4. Handle all initial issues related to the ice rink and report problems to the necessary board member.
- 5. Oversee the day-to-day operations of the ice rink to ensure work is being completed.
- 6. Assist with speaking at Warren County Schools about ice rink packages and Mobile Recreation.
- 7. Conduct the interview process for seasonal staff with the SoKY Ice Rink Board.
- 8. Conduct interviews with WBKO regarding SOKY Ice Rink Events and information.
- 9. Conduct staff training, solicit sponsorships, work with outside agencies to develop curriculum, implement and conduct programs, attend various organizational meetings, and directly supervise seasonal staff.

b. Mobile Recreation Duties

- 10. Perform Thrive (mobile recreation) Team Leader duties and responsibilities throughout the summer months.
- 11. Develop curriculum for the summer Thrive (mobile recreation) summer camps.
- 12. Implement and work with partnered organizations.

c. Special Projects Duties

- 13. Assist with special projects throughout the year including sprouts, BikeWalkBG events and the community garden.
- 14. Assist the Special Projects Manager in quarterly playground inspections.
- 15. Assist with senior activities and functions.
- 16. Perform story trail inspections monthly and trade out stories every three months.

d. General Duties

- 17. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
- 18. Complete any other duties as assigned by the Special Projects Manager or Director.
- 19. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- IX. <u>Verification of Understanding Position</u>: By signing below, I agree to complete the assigned tasks above and fully understand that I may be asked to do other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature	Date
Witness Signature	Date
Director WCPRD Signature	Date

WCPRD Updated 3/01/2024 -