



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Special Projects Coordinator
II. Organization Unit: Administrative Division – Assigned to Special Projects Manager
III. General Summary: To perform all essential job functions in coordinating, programming, special events, community outreach, park events, and managing seasonal SoKY Ice Rink.
IV. Qualifications: Must be 18 years of age. WCPRD is an equal opportunity employer.
V. Special Work Conditions: Employee will be required to work nights, weekends, and holidays. Work week will be 40 hours/week.
VI. Position Wage: This is a full-time position. Salary will be determined at the time of employment offer.
VII. Employee Classification: Non-Exempt
VIII. Essential Job Functions:
a. Ice Rink Duties
b. Mobile Recreation Duties
c. Special Projects Duties
d. General Duties
IX. Verification of Understanding Position: 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