



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

PROGRAM AND EVENTS COORDINATOR PARKS AND RECREATION

This Position is Full Time with Benefits

Vacancy Number
16-1093

Hiring Range
\$37,675 – \$42,575

Opening Date
September 2, 2016

Closing Date
Open Until Filled

**Submit your completed
County of Moore
Application To:**
Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or
any application other than
a County of Moore
application will not be
forwarded to the hiring
authority.**

**Applications received after
the closeout date/time
indicated will not be
eligible for consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed applications.**

**Please take a moment to
ensure your transmission
was received.**

ESSENTIAL JOB DUTIES

The duties of this position are to promote Hillcrest Park and bring, plan and manage all tournaments at Hillcrest Park. Coordination with all staff and workers to ensure all rentals, tournaments, programs, and special events go as planned. Develop and implement marketing for all recreational programs, events, and leagues utilizing brochures, fliers, website information, media outlets, and other mechanisms. Oversee coordinated marketing efforts for all parks and Recreation programs, special events, tournaments, and leagues. Review facility use agreements. Maintain Parks and Recreation Website. Oversee budget for all tournaments, special events and programs. Manage all advertisements at Hillcrest Park. Be the representative for Parks and Recreation department for the Senior Games in the Pines. Evaluate and develop all special events, programs, and tournaments. Coordinates events and details with other departments and staff. Performs other related duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

- Thorough knowledge of the principles, rules, materials and equipment required for a variety of recreational activities;
- Ability to instruct participants;
- General knowledge of first aid practices and techniques;
- Ability to adhere to program standards and objectives outlined by department executive;
- Ability to resolve disputes with firmness and impartiality;
- Thorough knowledge of the organization and functions of the department and of general administrative policies and practices;
- Ability to establish and maintain effective working relationships with clients, associates, social agencies and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from High School or GED and **(4.5)** years of progressively responsible experience in Programs and Special Events;
- **OR**, an Associates Degree and **(2.5)** years of progressively responsible experience in Programs and Special events;
- **OR**, a Bachelors Degree with a major in Business Administration, Public Administration or related field and three **(3)** months in Program and Special Events or Marketing.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS

This is medium work requiring the exertion of up to 20-50 pounds of force occasionally, up to 10-25 pounds of force frequently, or up to 10 pounds of force constantly to move objects; work requires, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

*The County of Moore is a drug-free workplace and
Equal Opportunity employer.*

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant