



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Special Projects Coordinator
II. Organization Unit: This is a position assigned to an administrative staff member by the Director.
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. Position Wage: This is a full-time position. Hourly rate will be determined at the time of employment offer.
VI. Employee Classification: Exempt
VII. Essential Job Functions:
a. 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. Develop the weekly ice rink staff schedule with assistance and approval by the SoKY Ice Rink Board.
3. Attend all ice rink meetings in pre- and post-season.
4. Prepare the ice before open nights and events.
5. Handle all initial issues related to the ice rink and report problems to the necessary board member.
6. Oversee the day-to-day operations of the ice rink to ensure work is being completed.
7. Assist with speaking at Warren County Schools about ice rink packages and Mobile Recreation.
8. Conduct the interview process for seasonal staff with the SoKY Ice Rink Board.
9. Conduct interviews with WBKO regarding SOKY Ice Rink Events and information.
10. Assist in all assigned training.
11. 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
12. Perform Thrive (mobile recreation) Team Leader duties and responsibilities throughout the summer months.
13. Develop curriculum for the summer Thrive (mobile recreation) summer camps.
14. Implement and work with partnered organizations.
c. Special Projects Duties
15. Assist with special projects throughout the year.
16. Assist the Special Projects Manager in quarterly playground inspections.
17. Assist WCPRD Park Managers in tournaments and staff shortages.
18. Assist with senior activities and functions.
19. Perform story trail inspections monthly and trade out stories every three months.
d. General Duties
20. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
21. Complete any other duties as assigned by the Director of WCPRD.
22. Perform all duties in a polite, professional, and respectful manner at all times with both patrons and fellow employees.
VIII. Special Work Conditions:
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.
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