



**CITY OF MISHAWAKA**  
**PARK AND RECREATION DEPARTMENT**



**A. JOB TITLE – Program & Events Coordinator**

**B. DEFINITION**

The Program & Events Coordinator is responsible for planning, implementing and managing programming and special events associated with Ironworks Ave, including the Ball Band Biergarten, Ironworks Plaza and the Ironworks Building. Must be self-motivated and able to work independently without direct supervision.

**C. EQUIPMENT USED**

Due to the structure of the facility work force, aside from the administrative tasks, the Program & Events Coordinator must be fully capable of operating the following equipment:

- |                         |                       |
|-------------------------|-----------------------|
| 1. Hand tools           | 6. Vehicle w/snowplow |
| 2. Power tools          | 7. Lifts              |
| 3. Office Equipment     | 8. Skid Loaders       |
| 4. Mechanical Equipment | 9. Shovels            |
| 5. Utility Vehicles     | 10. Snow blowers      |

**D. JOB LOCATION(S)**

Battell Center, 904 N. Main St., Mishawaka, IN 46545  
Ironworks, 414 N. Hill St., Mishawaka, IN 46544  
Other sites as assigned.

**E. PHYSICAL REQUIREMENTS**

- |   |   |
|---|---|
| 1. Reach with hands and arms              | 5. Frequently lift or move 50 pounds        |
| 2. Sit, climb, balance, stoop, crouch     | 6. Occasionally lift or move 100 pounds     |
| 3. Talk and hear                          | 7. Lift and move objects without assistance |
| 4. Use hands to operate tools or controls |   |

**F. REPORTING RELATIONSHIPS**

1. Reports directly to and has regular communication with Superintendent of Parks.
2. Coordinates and communicates with Division Directors and Administrative Staff.

**G. ENVIRONMENTAL / WORKING CONDITIONS**

In general, are exposed to varied temperatures and weather conditions. Equal proportion of time spent indoors and outdoors. Outdoor work depends on weather conditions. Flexible schedule required, which include, but are not limited to, early mornings, evenings, weekends and holidays.

**H. ESSENTIAL FUNCTIONS OF THE JOB**

1. Plan, implement, expand and provide direct supervision for Farmer's Market.
2. Plan, implement and provide direct supervision for (new) winter Market on Ironworks Ave.
3. Coordinate and develop marketing, signage and material publications.
4. Develop and implement programming and events specific to properties on Ironworks Ave.
5. Partner with local business community to create unique events that draw visitors to Downtown Mishawaka.
6. Responsible for hiring, training, leading, managing and scheduling part-time crew.

7. Contribute to the creation of the annual budget request for the Division through tracking supplies and projecting funding needs of the division in advance of the annual budget.
8. Monitors events annual budget, tracks expenses and revenues generated by the events and facility; tracks daily, weekly, monthly and yearly attendance figures; and develops pricing strategies for new programs and events.
9. Analyzes program trends and modifies existing programs/events based on community needs and desires.
10. Managing social networking and social media, including Facebook and Instagram.
11. Set-up and tear-down of daily events, programs or classes.
12. Responsible for establishing & maintaining working relationships with the community and media.

**I. ADDITIONAL EXAMPLES OF WORK PERFORMED**

1. Reorder and restock operational products.
2. Supervises the procurement of necessary supplies.
3. Coordinates regularly with Facilities Coordinator and Janitorial/Maintenance Technician.
4. Job duties outside of regular tasks may be assigned by Superintendent to ensure continued success of the department.

**J. REQUIRED KNOWLEDGE AND ABILITIES**

1. Ability to supervise and manage employees assigned.
2. Must possess good public relations, communications, reading and writing skills.
3. Ability to develop long-range plans and to accurately evaluate work accomplished.
4. Ability to work under a strict budget.
5. Ability to establish and maintain professional working relationships with employees, coworkers and public.
6. Must accept supervision and responsibility.
7. Must possess general working knowledge of recreation center operations and programming.

**K. QUALIFICATIONS**

1. Bachelor's degree with coursework in recreation, physical education or related field with 2 to 3 years' experience in organizing special events, programs, facility operations or equivalent combination of education and experience.
2. Proven experience to lead, manage programs, and assigned personnel, including hiring and termination decisions, performance evaluations and corrective instructions.
3. Strong oral and written communication skills required.
4. Valid driver's license
5. First Aid, CPR, AED Certification-Adult and Child

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*Employee Signature*

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*Date*

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*Department Manager*

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*Date*