



CITY OF MISHAWAKA PARKS AND RECREATION DEPARTMENT

A. JOB TITLE: Special Events Program Assistant

B. JOB LOCATION(S): Battell Community Center, 904 N. Main St., Mishawaka, IN 46545
Other Recreation Sites as Assigned

C. DEFINITION:

The Special Events Program Assistant is responsible for assisting with promotion, development, and execution of Mishawaka Parks & Recreation’s special events & activities. This position is responsible for assisting in representing the Parks Department at Park functions. The ideal candidate possesses a strong work ethic, the capacity to prioritize tasks and work on a variety of projects with competing deadlines. Candidates should have the ability be adaptable to new situations, ideas, and challenges, and must be able to take initiative and work proactively. Must be self-motivated and work well as part of a supportive team. This position is a part-time position with flexible work hours; the work schedule depends on need – events, activities, promotions, etc.

D. ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists with the implementation of events
2. Assists with set up and break down for events and programs
3. Assists Special Events and Activities Director as needed
4. Uses knowledge in relevant field to suggest improvements to current special events
5. Promote and advertise programs and events
6. Answer telephone, direct calls, relay information to callers, vendors, volunteers, etc.
7. Make phone contacts to secure program volunteers
8. Foster and grow relationships with local businesses and organizations
9. Assists in the organization of Parks materials and storage areas
10. Work evenings and weekends as needed
11. Work the Farmers Market

E. ADDITIONAL EXAMPLES OF WORK PERFORMED

1. Assists in the Parks Program office as needed.
2. Able to distribute materials and instructions as needed.
3. Responsibly represents the Parks department and City of Mishawaka.

F. REPORTING RELATIONSHIPS:

1. Reports directly to and has regular communication with Special Events and Activities Director.
2. Assists Special Events and Activities Director with events and activities including, but not limited to, concerts, farmers markets, events, family fun nights, community engagements.

G. EQUIPMENT USED:

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

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| 1. Hand tools | 2. Low-speed vehicles such as golf carts or gators |
| 3. Office Equipment | 4. Mechanical Equipment |

H. PHYSICAL REQUIREMENTS:

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

I. ENVIRONMENTAL/WORKING CONDITIONS:

In general, we 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, with in-season hours occasionally exceeding 30 per week. Must be able to work early mornings, nights, weekends and holidays.

J. REQUIRED KNOWLEDGE AND ABILITIES:

1. Must be proactive and able to work independently
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 establish and maintain professional working relationships with employees, coworkers and public.
5. Must accept supervision and responsibility.
6. Excellent digital literacy skills. Must be proficient in utilizing all forms of social media, as well as platforms such as Canva, Slingshot, etc.

K. QUALIFICATIONS:

1. A degree-seeking or earning student interested in learning on the job training relating to the field of tourism, events management, leisure studies, recreation, communication, psychology, sociology, environmental studies, or a related field
2. Proven experience to lead, manage programs, and volunteers.
3. Strong oral and written communication skills required
4. Valid driver's license
5. First Aid, CPR, AED Certification-Adult and Child

Employee Signature

Date

Department Manager

Date