



Box 330
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Hudson's Hope BC VOC 1V0
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POSITION: SPECIAL EVENTS COORDINATOR (SEC)

CLASSIFICATION: MANAGEMENT

REPORTS TO: Chief Administrative Officer

Position Summary

The Special Events Coordinator is a senior member of the management group. Work is performed with a considerable amount of independent judgment and initiative. This position is accountable to the CAO or his/her designate in terms of professional competence, and the attainment of desired objectives. The incumbent is responsible for the planning, development, and implementation of special, cultural, sporting and other related events and programs; and the inspection of District of Hudson's Hope (DOHH) owned and operated recreational facilities within the community.

Nature and Scope of Work:

The incumbent reports to the CAO or his/her designate.

The incumbent directly acts as a liaison between District of Hudson's Hope personnel responsible for the operations of the Visitor Info Center, Pool, Arena, Campsites, playgrounds and all other recreational facilities owned and operated by the DOHH and the CAO or his/her designate.

The incumbent is directly responsible for Special Events and other Recreational programming sponsored by the DOHH.

The incumbent is also responsible for developing relationships with and assisting volunteer groups within the community, such as but not limited to; The Lions Club, Community Hall Society, Hudson's Hope (HH) slow-pitch, Bullhead Mountain Curling Club, HH Minor Hockey, and Adult Hockey (though limited to groups operating on or in our facilities)

The incumbent exercises considerable judgement and action in accordance with established policies and procedures with the Safety Officer, as well as assists Chief Administrative Officer or designate and other staff in creating and implementing recreation related Policies and Bylaws.

The incumbent plans, develops and implements strategic plans, pricing, and cost recovery strategies and assists the Chief Administrative Officer or designate with annual Operating and Capital Budget preparation. The SEC will provide professional advice and reports to Council and Recreation Committee on departmental matters. As the staff liaison with the public, the SEC will receive and seek knowledge and feedback from the Recreation Advisory Committee, District of Hudson's Hope residents and public regarding recreational programs and services.

The SEC will seek out, research, and apply for, applicable grants available to the DOHH for recreational and related type projects.

Key Areas of Focus:

- Delivery of special events affecting all demographics that bring the community together.
- Grant writing: submitting application for grants related to the priorities of the community with respect to recreational and related community services.
- Promoting and marketing the use of all DOHH owned and operated recreational facilities including the Visitor information Center.
- At the direction of the CAO or his designate, provide supervision of recreational staff working in all DOHH owned and operated recreational facilities.
- Assist Director of Public Works or his /her designate in the management and maintenance inspection of all DOHH owned and operated recreational facilities including the Visitor Information Center.
- Helping local groups market and promote local events that operate in DOHH facilities.
- Planning, Development and Implementation with stakeholders a Recreation Plan for Hudson's Hope

Special Events Listing (but not limited to):

Appreciation for Volunteers
Decorate Info Center, with a Christmas Window Display
Christmas Parade & Tree Light Up
Winter Carnival
Canada Day
Frightful Frolics
Veteran Research/ Remembrance Day Ceremony
Senior/Adult Swim

Required Knowledge, Skills and Abilities:

Ability of taking direction and working in a team environment.

Ability to establish and maintain an effective working relationship with other members of staff and public officials.

Good knowledge of word processing, spreadsheets, and desktop publishing, power point, databases and finance software.

Ability to authoritatively and effectively deal with a variety of calls, complaints and inquiries.

Ability to work without direct supervision and effectively manage time, prioritize and remain flexible while managing a dynamic workload and changing priorities.

Good knowledge of the purposes, principles, policies and techniques employed in Recreational management.

Ability to exercise sound judgment in processing wide variety of administrative, technical, policy and management matters.

Performs related duties as required.

Desired Training and Experience

Completion of the 12th school grade supplemented by completion of post-secondary municipal administration and/or related recreational courses.

Required Licences, Certificates and Registrations

Valid minimum Class 5 Driver's License for the Province of British Columbia.

A Police Record Check is a requirement of the position. A Clearance requires the absence of any criminal charges or convictions related to this position.

Special Events Coordinator's signature below signifies the acknowledgement of the contents of this Special Events Coordinators Job Description and duties and responsibilities therein.

Special Events Coordinator