



POSITION DESCRIPTION

TITLE: Activities Coordinator

EMPLOYMENT STATUS: General Part-Time-20 Hours/Week

FLSA STATUS: Non-exempt/hourly

JOB LOCATION: Town of Long Beach Community Center

GENERAL PURPOSE:

The Activities Coordinator oversees and coordinates the Town of Long Beach Community Center facility activities and social programs; implements social programming goals and objectives, and performs a variety of administrative and professional tasks in support of assigned areas of responsibility.

ESSENTIAL FUNCTIONS:

- Oversees TLB Community Center programs, activities and events. Identifies the need the program or activity will address; determines target audience for program oversees program development involving TLB Community Center board members and TLB Park Board members; allocates resources accordingly and reviews and implements marketing and advertising efforts.
 - May coordinate activities and monitor activities on week nights, weekends and holidays.
 - May open and close the operation of the TLB Community Center
 - May perform emergency custodial maintenance work. Set up tables, sports equipment, chairs for classes and programs.
 - Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of TLB Community Center programs and services and works with the TLB Park Board and TLB Community Center Board on the continuous improvement of the TLB Community Center and its programs.
 - Schedules usage of the TLB Community Center and/or public facilities for activities including athletics, recreation, culture, and education collects deposit fees; and provides information and assistance to users of facilities.
 - Maintains the TLB Community Center Monthly Calendar of Events
 - Maintains and develops reports concerning new or ongoing programs and program effectiveness; maintains records for the TLB Community Center and TLB Park Board.
 - Participates in the preparation of assigned budgets, submits budget recommendations and monitors expenditures.
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TITLE: Activities Coordinator (continued)

EDUCATION AND EXPERIENCE:

- High school diploma or GED is required.
- Working experience in a Community Center environment or other area of activity coordination is preferred.

WORK SCHEDULE:

20 hours per week – work schedule to be determined.

Qualified candidates should send their resume to:

P. J. Krueger-HR Solutions, LLC
2608 Oriole Trail
Long Beach, IN. 46360
FAX: (219) 872-0053
Email: pjksphr@comcast.net

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