



Job Opens: October 27, 2025, 8:00 a.m.

Job Closes: November 6, 2025, 5:30 p.m.

Starting pay range of \$18-\$20 per hour based upon experience.

JOB DESCRIPTION

JOB TITLE	Events Coordinator
Effective Date	January 1, 2026
Location	Town Hall

General Information

Status: FT, PT, or PRN	.3 FTE
Approximate hours per week	varies
Position Reports to	Town Clerk
Exempt / Non-Exempt	Non-Exempt
Equal Pay Act Status: This salary range is based on singularly or in combination of the following categories: • Seniority • Merit • Quantity/Quality • Geographic • Education • Travel Requirements	

Position Purpose (Summary)

Under general supervision of the Town Clerk, the Events Coordinator performs administrative, and professional work in planning, development and operation of comprehensive public recreation programs and events for the community.

Essential Job Functions

- Plans, designs, and manages Town-wide recreation programs and leisure activities, including athletic leagues, instructional programs, and special events. The Events Coordinator may have direct responsibility for some programs and events as well. The Coordinator recruits, trains and oversees volunteers, and contract help.
- In collaboration with the Town Clerk, the Coordinator assists in developing and maintaining the annual budget: The Events Coordinator will collaborate with the Town Clerk to prepare and manage an annual recreation budget and ensure that it is adhered to. They will keep program reports concerning programs costs, participants, equipment, purchased supplies and manages operating inventory for recreation programs. They will monitor the use of funds in an economical manner.
- The Coordinator is responsible for marketing and promotion of recreation programs and events, including web pages and social media.
- This position requires a high level of confidentiality as required by Statute and regulations. Simultaneously, this Events Coordinator must be familiar with Statute and regulations regarding mandatory reporting.

- The Coordinator trains and oversees seasonal personnel including preparing schedules and designating assignments. They evaluate work performance and obtain background checks on coaches and volunteers.
- The Coordinator provides for risk management practices including assuring that recreation employees/volunteers are trained in safety procedures.
- Performs Public Relations Duties: The Coordinator responds to complaints, handles rule enforcement, prepares and distributes the monthly Community newsletter, prepares and distributes marketing bulletins/flyers or publicity on recreation activities as needed. They identify and meet the recreational needs of the diverse community graphics.
- The Coordinator schedules facilities with the school, Mesa County, and other entities for program use.
- The Coordinator reports incidents such as injuries pursuant to regulations in a timely manner.
- The position requires some travel outside Town limits to attend meetings and games. Attendance at all games is not required and must be determined on an as needed basis.
- The Coordinator assesses the recreation requirements of the community and researches various athletics, recreation, events and activity programs for possible implementation. They ensure that there are a variety of sport, recreation and cultural programs being planned and implemented and evaluates the effectiveness of these programs and identifies future needs.
- Other job-related duties as assigned.

Knowledge, Skills, Abilities, and Other Characteristics

- Energetic, flexible and strategic thinker. Plan well and able to juggle many responsibilities. Good communicator with a passion for serving and working with and leading all kinds of people, and age groups, including children and seniors. Choice of programs and activities to meet the demands of the community
- Written and oral communication
- Effective decision making and negotiation skills
- Ability to de-escalate conflictual situations
- Basic knowledge of laws/regulations pertaining to athletic and community events
- Working knowledge of recreation programs and their management; working knowledge of the rules of a variety of sports.
- Skill in operating a variety of office equipment; PC experience a plus. Proficient with Office, Word, Publisher, and Excel
- Ability to organize and direct programs: Ability to work evenings, weekends, some holidays; ability to establish and maintain effective working relationships with front desk staff/Town employees, other agencies and the public; ability to follow written and oral instruction; ability to communicate effectively and verbally and in writing.

Education Requirements

High School diploma or equivalent. Two (2) years of experience in overseeing recreation programs preferred.

Physical Aspects of the Job

Physical Activities

This is a position that will be a desk. GROWL provides sitting or standing desks for all employees.

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Stand				x
Walk				x
Push		x		
Pull		x		
Carry objects				x
Crawl		x		
Squat		x		
Sit				x
Use fine motor skills				x
Repetitive motion (wrist)				x
Reach with hands and arms				x
Climb or balance		x		
Stoop, kneel, crouch				x
Talk or hear				x
Taste or smell		x		
Using Telephone/Headset/Ear Buds			x	
Using Computer, mouse, keyboard				x
Critical Thinking Skills				x

Lifting Requirements

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Up to 10 lbs.				x
Up to 25 lbs.		x		
Up to 50 lbs.	x			
Up to 100 lbs.	x			
More than 100 lbs.	x			
Repetitive lifting		x		
Pushing, Pulling or Carrying			x	

Work Environment

The work environment is in an office environment.

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts		x		
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions				x
Risk of electrical shock	x			
Exposure to radiation	x			
Vibration	x			
Work in confined spaces	x			
Exposure to blood borne pathogens	x			

Vision Requirements

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
4. Depth perception (three-dimensional vision, judge distances and spatial relationships).
5. Adjust focus.

Noise Level-Moderate noise (examples: business office with computers and printers, light traffic, public events. Some loud noise (examples: motor vehicle burn out contests, bands, motorcycle/ATV engines)

ACKNOWLEDGEMENT

I have reviewed this job description with my supervisor and have been given a copy for my records. I agree to perform all duties mentioned to the best of my abilities. I understand my job duties may change as the needs of the department change. I further agree to notify my supervisor if I am unable to complete my job duties. Nothing in this job description changes the “at-will” status of my employment.

Employee Print Name

Employee Signature

Date

Supervisor Signature

Date

COPY OFFERED TO EMPLOYEE

Employee please initial:

Copy Accepted:

Copy Unwanted: