

The City of Altoona Position Description

Position Title:	Fish House Assistant Event Coordinator	Department:	Parks and Recreation
		FLSA:	Non-Exempt Part time
Last Update:	April 2021	Reports To:	Recreation Manager Recreation Coordinator

Purpose of Position

The purpose of this position is to provide assistance with planning, implementing and supervising rentals of the City's community/event center call the "Fish House". The incumbent will assist the Recreation Manager and/or the Recreation Coordinator in all aspects of rentals for a variety of events, including graduation, retirement, birthday and other private parties, corporate events and special community-based events. We are looking for an individual who is eager to assist with the startup of a new event facility from the ground floor.

Essential Duties and Responsibilities

Note: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Aide in scheduling, planning and supervising a wide variety of events.
- Provide outstanding customer service, and build positive relationships with internal and external customers.
- Have high expectations for quality.
- Coordinate with clients to identify their needs and to ensure customer satisfaction.
- Serve as liaison with vendors on event-related matters.
- Propose ideas to improve provided services and event quality.
- Organize facility and manage all event details of planned events such as décor, catering, entertainment, equipment, promotional material, etc.
- Specify staff requirements for each event and coordinate their activities. Assign responsibilities to others to achieve event goals.
- Assist with managing on-site production and clean up for events as necessary.
- Proactively handle any issues and trouble shoot any emerging problems on event day.
- Conduct pre- and post-event evaluations and report on outcomes to the Recreation Manager and/or Recreation Coordinator.
- Demonstrate punctuality and dependability.
- From time to time supervise a small crew in the course of staffing an event.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent is required.
- Preference given to applicants with experience in the hospitality industry.
- Demonstrated excellence in customer service is critical.
- Prior supervisory experience strongly preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Dynamic self-starter who takes initiative; highly reliable.
- Ability to decide the time, place and sequence of operations within an organizational framework, overseeing their execution.
- Ability to manage multiple tasks, attention to detail, and be able to prioritize in a changing environment, meeting deadlines.
- Ability to manage and direct a group of workers.
- Proactive problem prevention and issue resolution leadership ability, interpreting and advising workers regarding the application of policies, procedures and standards to specific situations.
- Ability to accomplish projects with little supervision.
- Strong verbal and written communication skills; interpersonal and follow-up skills.
- Polished and professional when dealing with coworkers, clients, prospective clients, sponsors and vendors.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, and directing.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire event or multiple events.

Physical Requirements

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicles, laminator, computer terminal, calculator/adding machine, fax machine, sports equipment, carpenter's tools, garden tools and telephone/cell phone.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as cutting and driving.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature extremes and irate individuals may cause discomfort and poses a limited risk of injury.

EOE/ADA

The City of Altoona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.