

Municipality of the District of Lunenburg

Position Job Description: Special Events Manager

Position Overview

The Special Events Manager is responsible for the development, implementation, and evaluation of all special events, workshops, and programs throughout the summer. They are required to oversee program leaders as well as leaders in training who are leading their programs.

Job Responsibilities

- Administer and oversee all special events and workshops
For example:
 - develop and plan all summer special events including weekly special events at the MARC and other location
 - train/supervise/mentor Program Leaders with the aim of improving leader's skills
 - book and check facilities
 - bus trips for children or families
 - weekly workshops for children throughout the District
 - arrange for/purchase any special equipment and supplies
 - conduct staff evaluations and parent feedback
 - make scheduling adjustments as required

- Assist the Summer Manager with office procedures, staff training, staff scheduling and supervision

- Assist Program Coordinator with other summer programs as required

Essential Criteria and Competencies

- Recreation programming and leadership experience. Preferably a student of Recreation, Kinesiology, Public Relations or Business
- Organizational and programming skills
- Knowledge of programming for special events, crafts, games, camping and sports for all ages
- Supervisory experience
- Proven ability to work effectively with a variety of people in a variety of situations
- Ability to develop and attract interest around a theme or concept
- Experience planning and leading public special events for large groups of children or the public
- Excellent oral and written communication skills
- Computer skills (word processing, Internet)
- Excellent leadership skills
- Access to a vehicle for the duration of employment
- Emergency First Aid and WHMIS
- Food Handlers Certification

Direct Reporting Hierarchy

Reports to: Summer Recreation Manager

Supervising Others: Program Leaders; Leaders in Training

Compensation

Hourly Wage: \$14.50-\$16.50

Mileage Rate: \$0.467/km

Work Conditions

- Semi-private office
- Air conditioned
- Summer office at the MARC, late April to late August
- Weekly schedule varies
- Some evening and weekend work required

Personal Attributes

- Friendly, outgoing personality
- Personal interest in recreation
- Flexible and able to adapt to change