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<b>Job Title:</b>	<b>Adult Programs / Community Events Coordinator</b>	<b>Department:</b>	Recreation
<b>Reports To:</b>	Recreation Director	<b>FLSA Status:</b>	NON-Exempt
<b>Pay Grade:</b>	4: \$38,759.66 – \$58,139.49	<b>Hiring Range:</b>	\$39K - \$46K DOE
<b>Work Location:</b>	Mauldin Sports Center	<b>Hours:</b>	8:30am-5:00pm M-F

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**Job Summary:** Under the general supervision of the Recreation Director or Assistant Recreation Director, this position is responsible for planning, coordinating, implementing, and evaluating adult recreation programs and community-wide special events for the Mauldin Sports Center. The role supports the Department’s mission to enhance residents’ quality of life by delivering diverse, inclusive, and high-quality recreational opportunities and events.

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**Essential Duties & Responsibilities:**

**Program Development and Administration**

- Develops, implements, and evaluates adult recreation programs including wellness, enrichment, athletics, and special interest classes.
  - Coordinates facility scheduling, space usage, and overall program logistics.
  - Monitors participation trends and adjusts programming to meet changing community needs.
  - Ensures all programs comply with City policies, safety standards, and risk-management procedures.
  - Assists with setup and takedown of equipment for member activities and prepares facilities for Sports Center program use.
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**Community Event Coordination**

- Plans and executes City-sponsored events such as festivals, concerts, holiday celebrations, and community engagement activities.
  - Coordinates event logistics including permits, equipment, vendors, sponsorships, contracts, and volunteer staffing.
  - Collaborates with Police, Fire, Public Works, and other City departments to ensure safe, well-organized events.
  - Develops event timelines, site maps, and operational plans for internal and external use.
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### **Community Engagement & Partnerships**

- Establishes and maintains partnerships with local businesses, civic groups, nonprofits, and community organizations.
- Represents the Parks & Recreation Department at meetings, outreach engagements, and public functions.
- Supports coordinated marketing efforts by promoting programs, events, and community initiatives.

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### **Peripheral Duties**

- Works collaboratively with Recreation staff on department-wide initiatives.
- Serves on assigned employee committees.
- Performs other related duties as assigned.
- Maintains professional attire consistent with promoting a welcoming, family-friendly environment.

### **Minimum Qualifications:**

- Bachelor's degree in Sports Management, or related field; or equivalent combination of education and experience.
- Two (2) years of experience in recreation programming, event coordination, or related field preferred.
- Valid South Carolina Driver's License.
- Ability to work evenings and weekends as required

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### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of recreation programming principles and event management practices.
  - Knowledge of municipal government operations and public service delivery.
  - Ability to plan, organize, and coordinate multiple projects simultaneously.
  - Ability to communicate effectively both orally and in writing.
  - Ability to establish and maintain effective working relationships with City staff, elected officials, community partners, and the public.
  - Strong organizational and customer service skills.
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**Working Conditions:**

- Work is performed in office settings, the Mauldin Sports Center, and various outdoor environments.
- May require lifting and moving items weighing 25–40 pounds.
- Requires evening, weekend, and occasional holiday work to support programs and events.