



LONG REACH COMMUNITY ASSOCIATION

6110 Foreland Garth, Columbia, MD 21045
410-730-6110 • longreach.org

Program/Event/Camp Coordinator Part-Time II Position Non-Exempt

Village Mission

The purpose of the Long Reach Community Association is to enhance the quality of life for the residents by being responsive to the needs, interests and priorities of the community. It is the function of this organization to promote the health, safety, common good and social welfare of the residents.

Position Summary

The Program Coordinator develops and implements programs for community residents, including on-going educational and recreational classes and on-time special events. This position reviews and updates instructor contracts and fee schedules and develops an annual calendar of special events. This position also provides other administrative support to the Village. This position reports to the Village Manager.

Responsibilities

Programs

- Develops and implements programs, contacting and interviewing prospective instructors
- Prepares quarterly financial and statistical status reports on classes
- Reviews and updates instructors' contracts and fee schedules
- Maintains good working relationship with instructors
- Monitors and meets fiscal projections
- Attends all relevant meetings for Program and Event Coordinator

Special Events

- Develops a 12-month calendar of special events designed to appeal to general and special interests of the community which generates income over and above class programs
- Manages special event activities, including setting up and tearing down equipment as needed
- Remains abreast of trends and community needs

Public Relations

- Designs posters and/or fliers, and social media graphics to publicize programs and special events
- Updates social media sites (Facebook, Twitter and Instagram) to publicize programs and special events after consultation with Administrator
- Remains abreast of current trends in social media

Camp

- Works with the Administrator in the hiring of camp staff
- Complies with all governmental regulations to ensure camp state certification, including maintaining required records
- Orders all supplies needed for the operation of the camp with the Camp Director
- Supervises all pre-camp planning/training sessions to ensure that staff understands all camp procedures
- Works with the Assistant Village Manager to develop budget, determine staff needs, and develop a calendar of events for the camp year
- Prepares camp brochure and advertising
- Maintains camp website

Qualifications

- Associate's degree required; Bachelor's degree preferred
- 1-2 years experience in special events management, project management, or related field
- 1-2 years experience with website creation software

- 1-2 years experience in public relations and marketing, including creating brochures, posters, press releases, fliers, and website management
- Event Management Professional or Certified Meeting Planner certification encouraged
- Experience with Social Media in a professional environment
- Intermediate proficiency with Goggle Workspace, Adobe Acrobat, and MS Office including Word, Excel, Publisher and PowerPoint
- Ability to gain thorough knowledge of Village policies, practices and procedures
- Excellent written and verbal communication skills
- Strong ability with time management
- Strong interpersonal skills

ADA Requirements

This job operates in a services environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines
- This would require the ability to lift files, open filing cabinets and bend or stand as necessary
- This position requires walking and giving tours to prospective guests about the facility
- Intermediate math skills needed to perform calculations including discounts, commissions, formulas, averages, etc.
- Must be able to read diagrams
- Must be able to set-up and move tables, chairs, and other facility equipment
- Must be able to operate and lift A-V equipment
- May be required to walk up and down stairs
- May be required to push a vacuum and to provide light cleaning
- Adequate close vision to see that an area has been properly cleaned
- Ability to lift-up to 40 pounds

DISCLAIMER: This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

I have read and reviewed this job description

Signed

Date