

CITY OF LUDLOW  
Position Description

CLASS TITLE: Community Center Event Coordinator

FLSA CLASSIFICATION: Non-exempt

SUPERVISION: This position is under the general direction of the Mayor and City Administrative Officer.

SUPERVISION EXERCISED: None.

CHARACTERISTICS OF THE CLASS: Manages the operation of the community center and organizes events; Assists with the planning, implementation, creation, and promotion of festivals and events; Works with citizens to manage reservations for the Ludlow Community Center private events; Works with senior citizens to coordinate events, such as weekly bingo; Oversees communication materials such as letters, memos, and special projects; Manages the social media accounts for the Ludlow Community Center with oversight from City Administrative Officer.

ESSENTIAL FUNCTIONS AND JOB DUTIES: Answers telephone, responds to email messages, and greets visitors; Responsible for day-to-day operations of the Community Center, including planning and implementing programs; Acts as a liaison to community groups who utilize the Community Center; Assists in coordinating and managing community events, such as festivals and holiday events; Coordinates special projects and events at the Community Center; Schedules and maintains a calendar for Community Center event reservations; Collects money for event rentals and forwards the funds to the City Treasurer along with a detailed report of funds collected; Maintains a shared calendar of events at the Community Center; Prepares documents to receive funding for senior services; Uses various software applications to assemble, manipulate and/or format data and/or reports; Maintains records through filing, retention, storage, updating, and destruction; Prepares routine correspondence and reports; Operates office equipment and coordinates the servicing of equipment at the community center; Operates personal computer to access e-mail, electronic calendars, and other basic office support software; Purchases and maintains supplies and equipment; Assists City Treasurer with requested and approved tasks; Other duties may be assigned.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from high school or equivalency, associate's and/or bachelor's degree preferred. Three years of comparable experience in administrative, accounting, community development, event planning; or any combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Ability to read, analyze, and interpret most documents; Ability to respond effectively to most inquiries or complaints; Possess exceptional organizational skills and superb communication skills; Ability to define problems, collect data, establish facts, and draw valid conclusions.

NECESSARY SPECIAL REQUIREMENTS: Must be bondable. The City of Ludlow requires the ability of employees to pass a drug test. Most duties will be performed during regular business hours but may require additional hours in the evening or on weekends. This part-time position will require working between 20 and 25 hours per week.

PHYSICAL DEMANDS: Tasks will be performed while sitting at a desk/table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light objects and may use a stepstool or ladder.

WORK ENVIRONMENT: This position will be performed mostly indoors in a typical office atmosphere.

<p>The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.</p>
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