

Event/Volunteer Coordinator Wanted

Town of Signal Mountain – Mountain Arts Community Center

Part-time position. Assist in planning, marketing and running events using pool of volunteers. Applications may be obtained at Town Hall, at www.signalmountaintn.gov, or by calling (423) 886-2177. Application deadline December 4 at the Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN 37377.

EEOC employer and a drug-free workplace.

**Town of Signal Mountain
Position Description**

**Title: MACC Event / Volunteer Coordinator
Division/Department: Mountain Arts Community Center**

Purpose:

Employee recruits and coordinates the efforts of volunteer workers for events at the MACC. Assists the Director in marketing of MACC events. This is a Temporary / Part-Time position, averaging approximately thirteen (13) hours per week. The position will terminate on June 30, 2016. This position is under the supervision of the MACC Director.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Assist in the development of a marketing plan for each event.

Assist Director with brochures, posters, etc.

Recruit and train volunteers for each event.

Assist the Director in compiling a list of possible future events.

Be present at assigned events, assisting in set up, coordinating volunteer efforts, and clean up after the events.

Suggest and help implement ways to improve retention of volunteers, thereby maintaining relationships.

Required Knowledge and Abilities:

Knowledge of departmental functions, rules, regulations and procedures.

Excellent organizational and record keeping skills.

Ability to work weekends and nights as needed.

Ability to create documents, spreadsheets, presentations, etc., using Microsoft Office products.

Ability to plan and prioritize workload.

Ability to establish and maintain effective working relationships with public, volunteers and other employees.

Equipment:

Computer, computer software and other office equipment, lighting and audio stage equipment.

Educational Requirements:

High school diploma or equivalent.

Experience Required:

A minimum 2 years of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include experience working in an office environment involving public contact and coordinating the work of others.

Problem Solving Requirements:

Solve problems in situations where most problems have occurred before and their solutions are familiar.

Writing Skills Required:

Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

Speaking/Presentation Skills Required:

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Job Related Communication:

Within the department – daily
With employees in other departments – weekly
With employees in other organizations – weekly
With the public – daily

Planning and Scheduling:

Limited – some planning of own activities

Difficulty of Work:

Work involves following standardized procedures to complete assigned duties.

Assignment of Work:

General direction in following established practices and standardized policies.

Effects of Work Errors:

Errors are detected within the office/work areas in which they occur, possibly affecting work of others, and requiring expenditure of time to correct.

Working Conditions:

On average 15 percent standing, 15 percent walking, and 70 percent sitting.

Lifting approximately 1-20 lbs. may be required.

Lifting frequency – some

Bending – some

Pushing and/or pulling loads – some

Reaching over head – some

Kneeling – some

Crawling – some

Climbing ladders – some

Mental/Visual Effort:

Typing/CRT – very frequent

Attention to detail – very frequent

Monitoring equipment – frequent

Detailed inspection – some

Transcription/proofreading – frequent

Adverse Conditions:

Exposure to temperature extremes – some

Dangerous equipment – none

Chemicals – none

Noise—some

Physical Effort or Risk—some