



PONCHATOULA AREA RECREATION DISTRICT #1



JOB DESCRIPTION:

Events Coordinator

Status: Part-Time

Pay Rate: \$16.00 hourly

Job Summary:

The Events Coordinator is responsible for the planning, coordination, and hands-on execution of community events, programs, and special activities. This position ensures all logistical, operational, and customer service aspects of events are carried out efficiently, creating safe, organized, and engaging experiences for the community.

Essential Functions and Responsibilities:

- Plan, organize, and implement community events, and recreational activities
- Coordinate event logistics including schedules, vendors, permits, staffing, and equipment
- Develop event timelines and ensure all deadlines are met
- Oversee on-site event operations including setup, coordination, and breakdown
- Ensure all equipment, signage, and event areas are properly arranged and functional
- Troubleshoot issues during events and make real-time decisions to maintain operations
- Ensure compliance with safety policies and procedures
- Schedule and supervise event staff and volunteers
- Provide direction and support during event setup and operations
- Ensure staff are assigned and performing duties effectively
- Serve as a primary point of contact for participants, vendors, and the public
- Provide information and resolve concerns in a professional manner
- Promote a welcoming and inclusive environment at all events
- Maintain event calendars, reports, and participation data
- Assist with registrations, permits, and vendor coordination
- Track inventory, supplies, and event-related materials
- Perform additional duties as assigned by supervisor

Basic Qualifications:

- High school diploma or equivalent preferred
- Experience in event planning, recreation programs, hospitality, or administrative support
- Hands-on involvement coordinating community, or events
- Strong communication, organizational, and customer service skills
- Ability to multitask and adapt in a fast-paced environment
- Ability to work independently and as part of a team
- A valid driver's license

Work Schedule:

Flexible schedule including evenings, weekends, and holidays based on event needs

Physical Demands & Work Environment:

- Ability to sit, stand, walk, bend, and lift for extended periods during events or outreach activities
- Frequently required to lift, carry, or move items up to 25 pounds (e.g., event materials, displays, supplies)
- Use of hands and fingers to operate computers, phones, and standard office equipment
- Visual and auditory ability to respond to critical incidents and interact with the public
- Ability to work both indoors and outdoors in varying weather conditions
- Split between office environment and off-site locations such as parks, community centers, and event venues
- Exposure to outdoor conditions, including heat, cold, rain, and uneven terrain, during events and site visits
- Occasional evening and weekend hours required to attend sports, community programs and special events
- Fast-paced, collaborative environment requiring adaptability and frequent interaction with the public
- May require local travel within the parks district for outreach activities, meetings, and events.
- This position may involve a combination of office work and on-site support at events. Evening or weekend hours may be required during special events or peak seasons.

This position plays a vital role in providing quality programming to the community, ensuring well-maintained facilities, and fostering an inclusive and engaging environment for participants of all ages.

Email application to tisha@pard1.com or drop off at the Business Office, Monday-Friday 8:00 am-4:30 pm.

Ponchatoula Area Recreation District 1 is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, disability, age, pregnancy, military status, or citizenship. We celebrate diversity and are committed to creating an inclusive environment for all employees.