**Close Date: Tuesday, January 28th, 2025, at 9:00 PM (PST)**

**Position: Coordinator I- Special Events & IMPACT Initiative**

**Department: PARCS, Arts, Recreation, and Community Services**

**Annual Salary: $77,723.16-$99,196.56**

**FLSA: Exempt- Not Overtime Eligible**

# Job Summary:

The **Coordinator I** for Special Events and the **IMPACT Initiative**, a youth volunteer program, is responsible for planning, organizing, and executing recreational programs, community events, and volunteer activities. This role focuses on coordinating special events to enhance community engagement, managing and supporting volunteers to ensure program success, and fostering collaboration among community partners and City officials.

The **IMPACT Initiative** is a scholarship-based program for high school students (Grades 9–12), designed to provide participants with valuable on-the-job training, interpersonal skill development, and opportunities to engage with their community. Students who complete 100 hours of volunteer work are awarded a scholarship, and the program’s mission is to foster youth development and prepare students for future success.

As the Coordinator, you will ensure that the **IMPACT Initiative** achieves its goals while supporting the City’s broader efforts to promote civic pride, community engagement, and successful special events.

**Please note:** This position requires working weekends, holidays, and non-standard hours to accommodate special events and program activities. Applicants must be prepared to work a flexible schedule as needed.

**Responsibilities include, but are not limited to:**

* Organizes and implements a variety of City events and volunteer programs/ workshops, ensuring timely completion of tasks and clear communication with internal and external partners and contractors.
* Collaborates with stakeholders, vendors, and community partners to ensure the successful execution of events.
* Analyzes and documents the progress and effectiveness of assigned programs and events; coordinates post- event analysis, reviews participant feedback, and develops and presents recommendations to implement improvements to future events and programs.
* Collaborate with the Communications Division on IMPACT and event marketing; to produce campaigns for the promotion of the IMPACT Initiative and events; updates content for various social media platforms, city websites and reports.
* Oversee part-time staff; including hiring, training, motivating, and mentoring employees; evaluates performance and resolves employee performance issues; establishes goals and provides professional development opportunities for employees.
* Establishes and maintains positive working relationships with representatives of community organizations/ partners, stakeholders, state/local agencies, City management and staff, and the public.
* Oversee the daily operations of the IMPACT Initiative, serving as the liaison ensuring alignment with City goals, priorities and community engagement.
* Coordinates recruitment, onboarding, and management of IMPACT participants, including application reviews, interviews, orientation and training.
* Maintains database of volunteers, tracking hours, skills, and availability, ensuring all scholarship and volunteer requirements are met.
* Provides ongoing support and recognition to volunteers to foster engagement and retention by maintaining monthly program activities, workshops, and community beautification efforts.
* Facilitates and utilizes workflow management tools to efficiently expedite the routing of special event applications; documentation requirements, serve as a liaison between applicants and internal departments and ensure event compliance with City policies and procedures.
* Explores opportunities to leverage technology for registration, communication, and data management, implementing software solutions to streamline operations and enhance user experience.

***The duties listed above are not intended to be all-inclusive.  An employee may also perform other related duties as assigned by their immediate supervisor.  This position is considered exempt.***

# Minimum Qualifications:

## Knowledge of:

* Cultural and social needs of the community.
* Principles and procedures of financial record keeping, reporting, and relevant software applications.
* Personnel management principles, practices, and techniques, including employee selection, supervision, evaluation, and training.
* Basic Microsoft Word, Excel, PowerPoint, Teams and Outlook techniques.
* General office equipment.

## Experience/Education:

* Bachelor's Degree, with emphasis in Business, Public Administration, Recreation or closely related field; two (2) years of experience in the field desired
* OR any equivalent combination of education and work experience.
* Strong leadership, organizational, and communication skills.

## Other Requirements:

* Possession of a valid CA driver’s license

## Core Competencies:

* Problem Solving – Analytically and logically evaluating information
* Learning Agility – Seeking learning opportunities and applying the lessons to work
* Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity
* Professional Integrity & Ethics – Displaying honesty, adherence to principles, and personal accountability
* Safety Focus – Showing Vigilance and care in identifying and addressing health risks and safety hazards
* Customer Focus – Attending to the Needs and expectations of customers
* Informing – Proactively obtaining and sharing information
* Teamwork – Collaborating with others to achieve shared goals
* Valuing Diversity – Appreciating the benefits of varied backgrounds and cultures in the workplace
* Allocating Resources – Prioritizing the use of fiscal and material resources to maximize

organizational effectiveness

**Guiding Principles:**

1. Put people first.
2. Be visionary.
3. Be an ambassador for Lancaster.
4. Be Fiscally Responsible.
5. Be Creative.
6. Always Improving.
7. Be Adaptable and Resilient.

**Essential Physical Requirement**

* Ascend/Descend stairs/ladders/balance (moderate)
* Position self to bend or twist (frequent)
* To move, transport, position items up to 15 lbs. (frequent)
* Exposed to outdoor weather conditions (infrequent)
* Operate Equipment (none)
* Stationary or squatting position (frequent)

 **Environmental Factors:**

* Work under time pressure (moderate to frequent)
* Interruptions (frequent)

 **Essential Cognitive Functions:**

* Analyze (continuous)
* Computations (frequent)
* Generate Written Work Product (moderate)
* Independent Problem Solving (continuous)
* Interruptions (frequent)
* Maintain Positive Public Relations (continuous)
* Organize (frequent)

***Disaster Service Worker:***

***Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.***

*Reasonable accommodations will be made, when possible, to enable qualified individuals with disabilities to perform the essential functions of the job.*

*Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*

*The City of Lancaster will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the City of Lancaster is concerned about conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report. Find out more about the Fair Chance Act by visiting www.dfeh.ca.gov/fair-chance-act/.*

*The City of Lancaster is an Equal Opportunity Employer*