



Grand County

Job Description

Title:	Volunteer, Event and Business Coordinator	Job Code: 3020
Division:	Administration	Effective Date: 1/1/2022
Department:	Active Transportation and Trails	Last Revised: 12/2021

GENERAL PURPOSE

Performs a variety of **managerial, administrative, and supervisory tasks, direct service and organization** related to volunteer, event and business programming.

SUPERVISION RECEIVED

Works under the immediate to general supervision of the Active Transportation and Trails Director, Responsible Recreation Coordinator and Operations Coordinator.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Collaborate with the Responsible Recreation subcommittee, Active Transportation and Trails, Economic Development Department and other stakeholders to manage and implement event, business and volunteer programming.

Assist with tasks related to program development, including: creation of materials, location evaluations and improvements, ordering/organizing supplies, outreach, areas of expansion, grant writing and management, social media management, annual budget assistance.

Implement volunteer/event/business operations. This includes recruitment, registration, training, retention, evaluation and recognition.

Develop, prepare, and facilitate events; design creative and engaging opportunities for engagement

Design volunteer communications, including regular volunteer cohorts, new volunteers, current and future stakeholders, community members, organizations, local businesses, corporate entities, and partners

Keep detailed records/reports of information, surveys, events, trainings, programming, assessments and assignments

Develop system of reporting and act as liaison with land agencies, partners and stakeholders.

Identify opportunities and represent Grand County Active Transportation & Trails at public, community, or corporate partnered outreach activities including tabling, conferences, member engagements, and special events.

Review and regularly update all volunteer program related policies and practices with a focus on safety and Responsible Recreation.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. High School Diploma or College Degree

AND

B.

Two (2) year of related experience, including resource management and education/ teaching
OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of local public land management agencies and areas, outdoor recreation opportunities and facilities, and resource management practices; local ecology and/or local responsible recreation practices.

Skill in interpersonal communication; personnel and project management; organizing information, maintaining records, and preparing reports; documentation; teaching and/or working with the public; maintaining a friendly and professional manner under various conditions; outdoor safety; basic mechanical knowledge of vehicles; and multi-tasking and time management.

Ability to communicate effectively verbally and in writing; schedule and direct the operations of a program engaged in trail user education; work well independently and as part of a team; self-schedule; communicate effectively with supervisor and staff, collaborate effectively between county departments, accurately communicate to the public regarding the program and partnerships; apply knowledge and skills gained in trainings; multi-task; spend 6 – 8 hour work shifts outdoors in a variety of weather conditions; hike or mountain bike short to moderate distances in a variety of weather conditions; properly use and maintain basic tools and equipment; and perform basic trail maintenance duties such as replacing signage and kiosks, raking out off-trail tracks and delineating trail using branches and rocks.

3. Special Qualifications:

Must be at least 21 years of age.

Must possess a valid Utah Driver's license.

Must complete a twelve (12) month introductory/orientation period as a prerequisite to this position.

Must successfully pass and maintain all requirements of criminal history background checks.

Must successfully complete pre-employment drug screening.

Use of personal vehicle may be required. In accordance with Grand County policy, mileage is reimbursable.

4. Work Environment:

Worker in the position performs in a variety of indoor and outdoor environments including working in extreme weather conditions. Performs manual work. Work with medium to heavy weights with frequent pushing, pulling, lifting and/ or carrying that may be in difficult positions. Must be able to bend, reach, push, pull, squat climb grasp and lift 50 pounds to waist level. Work is performed outside primarily and conditions may include continuous exposure to dust, fumes, dampness, cold, heat, pollens and organic materials, insects, vibration shaking, bouncing and all types of weather conditions; works a varied work schedule including holidays, weekends, split shifts and evenings. May be stressful, busy and fast paced, with extensive public contact.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)