

Part Time Special Events Coordinator/ Recreation Secretary

Hours: M-F, 8:30AM-3PM Will need to attend Special Events for the Borough

Job Duties:

- Plan, organize, coordinate, and direct special events
- Act as event liaison between the Borough and vendors
- Maintain records on event activities, progress, status, and post event summary
- Attend event to oversee activities and ensure details are handled as planned
- Address any issue that may arise and will remain on site after the event is over to ensure proper clean up
- Develop and maintain an extensive network of contacts, both internal and external, to facilitate event coordination
- Develop budgets for a program or event
- Determine staffing needs for special events. Authorize or secure additional staff as required
- Assist in planning and executing Basketball seasons
- Plan trips and entertainment for summer camps
- Help with Preschool program as needed
- Provide ideas for Recreation Programs

Please submit letter of interest and resume by April 8th to Sheri Silversmith, ssilversmith@ptboro.com .