



# Events & Volunteer Coordinator

## City of Kenmore

### SUMMARY

Under the direction of the Public Works Operations Director, is responsible for developing, planning, marketing and execution of city special events and for developing, recruiting for, coordinating and managing a variety of volunteer programs. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This position will include work on the City events and volunteer programs.

#### *Events Program*

- Responsible for the development, planning, promotion, and implementation of City-sponsored events.
- Coordinate event logistics with vendors, contractors, volunteers, City staff, etc.
- Develop appropriate budget and operational needs. Handle purchasing for events.
- Facilitate the City's involvement in external community events. Assist groups with promotions and equipment needs.
- Maintain positive relationship with key City departments involved in the execution of events. Coordinate with and advise departments, as requested or as necessary, on events that are managed by and specific to a particular department.
- Write, negotiate, and oversee contracts with event vendors and entertainers.
- Promote events; prepare and distribute communication and marketing materials for events.
- Assist in the creation of event publications and scheduling media promotions.
- Create and update special event webpages.
- Research and provide input to enhance the aesthetics, activities, and programs with the goal of providing event attendees with an improved experience.
- Write and implement event policies and procedures.
- Handle event related questions from vendors, citizens, visitors, and fellow employees in a courteous and efficient manner whether by phone, email, or in-person.
- Maintain accurate databases and backup files for events. Document all process and timelines relative to assigned event. Assist in maintaining events calendar and prepare related documentation as required.
- Assist in the development of sponsorship materials. Recruit sponsors. Establish relationships with local businesses. Execute contracts and fulfill sponsorship recognition plan.
- Brief management and elected officials on program activities.

- Participate in budget and work program development for volunteer and events programs.
- Supervise the work of 1 summer intern.
- Work closely with Recreation Program Supervisor, coordinating overlapping programs.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

#### *Volunteer Program*

- Responsible for the management of the City's volunteer programs.
- Generate proposals for volunteer opportunities and volunteer projects. Develop approved proposals into specific programs, projects, and events.
- Work closely with staff to develop volunteer positions and overall program goals and objectives that meet the needs of the organization.
- Write and implement volunteer policies and procedures.
- Develop volunteer position descriptions and requirements in cooperation with key departmental staff. Recruit, interview, screen volunteers and match applicant with program and staff needs. Supervise volunteers, assign, and evaluate work.
- Coordinate and conduct training for volunteers. Ensure compliance with all insurance and other regulations. Prepare orientation packets for volunteers and conduct orientation.
- Develop and implement a recognition plan for volunteers and coordinates recognition events.
- Develop and implement a recruitment plan for volunteers. Identify job duties, coordinate with key staff, and establish a timetable for recruitment activities.
- Track volunteer hours and provide quarterly reports for L & I.
- Prepare and distribute communication and outreach materials for the volunteer program. Speak at community meetings and other groups about the volunteer program.
- Attends and oversees volunteer events and projects.
- Create and update volunteer website and online forms.
- Develop appropriate budget and operational needs. Handle purchasing for volunteer program.

### **QUALIFICATIONS**

#### **Knowledge & Skills:**

- Skill in organizing, planning, and overseeing volunteer and special event programs.
- In-depth knowledge of office practices, procedures, and equipment, including filing systems, and letter and report writing.
- Municipal services and processes.
- Working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, design, website content, or other special applications used by the City.
- Sufficient math skills to perform financial recordkeeping.
- Sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Well-developed interpersonal skills to work productively and cooperatively with diverse teams and exercise patience when dealing with internal and external customers.

**Abilities:**

- Independently perform all the duties of the position.
- Work irregular hours and schedules including evenings, weekends, and holidays for the purpose of attending meetings, conducting meetings, and attending scheduled events.
- Physically participate in the set up and tear down of events.
- Develop and manage a budget; recruit, select, and supervise volunteers; and interpret and apply policies and procedures to ambiguous situations.
- Use sound judgment when making decisions, interpretations, and in communications with others.
- Plan, organize, and prioritize work to meet schedules and timelines.
- Communicate with staff, customers, and the public using patience and courtesy.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Function primarily indoors in an office environment although attendance at outdoor volunteer and community events will be part of the job.
- Ambulatory ability to move about the office and to off-site locations.
- Auditory ability to carry on audience, ordinary, and telephonic conversation.
- Near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Manual and finger dexterity to write and to operate computers and other office equipment.
- Sit and stand for sustained periods of time.
- Occasionally lift objects weighing approximately 30 pounds.
- Requires driving ability to transport oneself in and around Kenmore and King County.

**Education and Experience:**

- The position typically requires bachelor's degree and
- Four years' experience in event planning, volunteer management, project management.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

**Licenses and Certificates**

- Requires a valid Washington State driver's license and a good driving record. If one is selected for this position, you must provide a three (3) year driving record abstract prior to hire.
- A criminal background check is required following a verbal offer of employment. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by-case basis.

**ADDITIONAL INFORMATION**

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of medium weight, yet awkward materials.

- Hours of Work – City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening, or weekend meetings when necessary.

#### **OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE**

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: Public Works Operations**

**FLSA: Non-exempt**

City of Kenmore

Revised: 2025