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**JOB TITLE:** EVENT COORDINATOR - PART TIME  
**DIVISION:** CARLEEN BRIGHT ARBORETUM  
**DEPARTMENT:** COMMUNITY PROGRAMS CLASS CODE: \_\_\_\_\_

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EXEMPT: \_\_\_\_\_ NON-EXEMPT:  X  EMPLOYEE: \_\_\_\_\_  
FULL TIME: \_\_\_\_\_ PART TIME:  X  SUPERVISOR: \_\_\_\_\_  
DIRECTOR: \_\_\_\_\_  
DATE: \_\_\_\_\_

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### **DESCRIPTION OF WORK**

**General Definition:** Greets visitors to the Carleen Bright Arboretum; shows property and processes rental contracts; arranges for supervision of the property during rental; responds to citizen inquiries, and performs other duties as assigned by the Arboretum Manager.

**Supervision Received:** Work is performed under the general supervision of the Arboretum Manager.

**Supervision Exercised:** None.

**Examples of Duties:** Greets visitors to the Whitehall Center and Pavilion, showing Arboretum property and grounds when requested; assists callers in finding information needed; forwards rental contracts to Arboretum Director; forwards all money collected to the Arboretum Director. May be asked to assist with the setup and breakdown of tables and chairs. Will assist Arboretum Manager with various duties such as filing, mail outs and other clerical tasks. Greets rental parties and attends to their needs throughout the event. Secures the building after the event. Greets vendors and assist them throughout the event. Walks and monitors the property during events to ensure no damages are accrued.

### **MINIMUM QUALIFICATIONS**

**Knowledge:** Knowledge of modern office practices and procedures; knowledge of data entry procedures.

**Skills:** Skill in recording data; skill in proofreading materials to ensure accuracy; skill to legibly record financial transactions by hand; skill in operating a computer terminal, copy machines, and other modern office equipment; skill to communicate orally; skill to communicate in writing. Familiarity with Windows based computer programs including Excel and Word.

**Abilities:** Ability to organize data; ability to follow oral and written directions; ability to operate computer terminals and peripheral equipment; ability to establish and maintain

effective working relationships; ability to communicate effectively with the public; ability to obtain and retain eligibility for bonding. Read and understand verbal and written job instructions and warning signs, labels and devices. Lift and carry up to 30 pounds and push and pull a minimum of 50 pounds of computer paper, records, tables and/or supplies from storage areas. Operate personal computer, copier, scanner and telephone systems. Type forms, charts, statements, letters and various other documents as required. Search files, assemble information, file and retrieve files. Sit and stand for extended periods of time while doing word processing and filing. Be capable of performing all duties alone, safely and without assistance due to small office environment and limited personnel manning. Ability to arrange, lift and hang art objects on the Arboretum walls using a ladder.

**Education:** High School graduate or GED.

**Experience:** A minimum of one year of experience in a customer service function providing services and/or information to customers and in cash collection and activities.

**Any work related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.**

**Licenses and Certificates:** Texas Class C driver's license and driving history acceptable to the City.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.**