

Job Title: Program Coordinator - Events– Parks & Recreation
Location: Lenoir City, TN. Lenoir City Parks & Recreation Department
Job Type: Full-Time
Reports to: Parks & Recreation Director

Job Summary:

The **Program Coordinator- Events – Parks and Recreation** is responsible for planning, organizing, and executing a variety of community-focused events, programs, and recreational activities that enhance the quality of life for residents. This position collaborates closely with city staff, community partners, volunteers, and the public to ensure the delivery of safe, inclusive, and engaging events and sports programs in public parks and facilities.

Key Responsibilities:

- Plan, coordinate, and implement community events, including holiday celebrations, parades, seasonal festivals, outdoor concerts, and family movie nights.
 - Collaborate with local organizations, vendors, performers, and volunteers to deliver high-quality community programming.
 - Manage event logistics, including site setup, permits, security, equipment rentals, signage, and traffic control.
 - Ensure events are accessible, inclusive, and aligned with the department's mission.
 - Promote events through flyers, social media, local media, and partnerships with schools and community groups.
 - Monitor event budgets and expenditures; seek sponsorships or grants to support programming.
 - Supervise part-time staff, volunteers, or seasonal workers assigned to events.
 - Address on-site concerns and make real-time decisions to maintain a safe and positive event experience.
 - Evaluate event success through community feedback, participation data, and post-event reports.
 - Greet office visitors, ascertain their needs, and assist them with their business.
 - Performs any other job directed by the Director.
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Qualifications:

- Associate's or Bachelor's degree in Recreation, Event Management, Hospitality, Public Administration, or related field.
- 1–3 years of experience in planning or assisting with public events, preferably in a municipal or nonprofit setting.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Excellent interpersonal and communication skills, with a focus on public service.
- Ability to work independently and collaboratively in a fast-paced environment.
- Available to work evenings, weekends, and holidays as needed.
- Proficiency in Microsoft Office, Canva, and basic graphic design or scheduling tools is a plus.
- Valid driver's license.
- Must pass a drug screen and physical by a licensed physician upon hire

Please email resumes to Zack Cusick at zcusick@lenoircitytn.gov