

Grant County Fiscal Court

Job Description

Title: Grant County Community Coordinator

Department: Parks & Recreation

Status: Full-Time

Reports to: Grant County Judge/Executive

The Grant County Fiscal Court is now accepting applications for the position of a Full-Time Community Coordinator. The starting salary is \$32,000-\$34,000, depending on experience, plus a generous benefit package, paid vacation, paid holidays, sick leave, retirement, and tuition reimbursement.

Position Summary:

A highly responsible position within the Grant County Parks & Recreation Department, the Grant County Community Coordinator is primarily tasked with leading, overseeing, and coordinating the many events, community functions, and rentals that take place within the scope of the Grant County Parks Department. This position works strategically to engage with fellow employees, citizens, local businesses, community groups, and other local and state agencies in planning and executing community functions.

Essential Duties and Responsibilities

- Plan, Promote, and Direct recreational/community outreach events for citizens of all ages.
- Oversee rentals of shelters, barns, and venues.
- Responsible for answering phones, emails, and other correspondence.
- Collect and account for rental payments.
- Recruit & Oversee volunteers and coordinate with staff members for Park functions.
- Attend community meetings when applicable including FFLAG, Kiwanis, FRYSC, etc.
- Report to Grant County Fiscal Court on actions, concerns, and planned projects/events.
- Coordinate with County Department Heads and members of the community to plan, promote, and carry out various events at the Grant County Parks and other necessary venues.

Desired Skills and Competencies

1. **Communication:** The ideal candidate must be able to consistently communicate with the Grant County Fiscal Court, the Park's Staff, and various members of the community to ensure parks and community events are efficiently ran and executed.
2. **Leadership:** The ideal candidate will be required to work with Park's staff and lead potential volunteers. The candidate will also be required to show leadership in communications with other government officials and members of the Community.

Job Applications can be found at grantcounty.ky.gov. Any further questions can be answered by calling the Office of the Grant County Judge Executive at (859) 823-7561.

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3. **Problem Solving:** The ideal candidate must be able to efficiently and respectfully solve various problems/complaints that arise in a timely manner. The Community Coordinator must be able to make decisions which serve the best interest of the County and its citizens.
4. **Other knowledge and/or Skills:**
 - Ability to maintain effective working relationships with fellow department heads, county officials, other governmental agencies, employees, and the general public.
 - Ability to promote departmental actions through the delivery of public addresses, public appearances, and the promotion of Department Programs.

Education & Experience

Applicants must have a High School Diploma or an equivalent. Significant Managerial Experience is also highly preferred.

Work Environment

This position will primarily work out of the office at the Grant County Park, located in Crittenden, Kentucky.

Further Qualifications

- Positive Communication
- Objectivity
- Initiative
- Must be 18 Years or Older
- Personal Integrity
- Must be neat in appearance
- Must be able to pass Drug Testing
- Must be able to pass a background check.

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