

**SCHREIBER PEDIATRIC REHAB CENTER
of Lancaster County**

Job Description

JOB TITLE: Special Events Coordinator

EXEMPT:	No	SHIFT: Full-Time, 40 hrs/wk, Flexible
DEPARTMENT:	Financial Development	JOB CLASS: 004
REPORTS TO:	Director of Marketing/Community Fundraising	

SUMMARY: Plans, organizes, directs and coordinates special events and ongoing fund raising Programs for the Center, under the direction of the President.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

1. Prepares and submits yearly budgets for assigned special events to the Director of Finance for final approval.
2. Enlists support from Financial Development Committee, staff, community volunteers, and volunteer organizations to assist with the special events and other services through their volunteer efforts.
3. Works with the Director of Marketing and PR in promoting special events.
4. Coordinates special event activities and maintains adequate inventory of supplies for special events.
5. Responsible for pick-up and distribution of special event supplies.
6. Prepares, mails and follows up with solicitation letters to donors and corporate sponsors. Creates and distributes thank you gifts for contributions.
7. Promotes the Center's fundraising as the means to accomplish the program and services.
8. Serves as speaker/resource for the Center to businesses, clubs and organizations.
9. Assists Volunteer Coordinator in event volunteer assignment.
10. Prepares monthly summary of special event activities for Board report.
11. Coordinates third-party events and activities.
12. Performs other special event activities and assists other departments as may be assigned by the Director of Marketing and PR.

SUPERVISORY REQUIREMENTS: Directly supervises no employees. Supervises key volunteers and committee members when planning and coordinating special events and fundraising activities. May also supervise intern as appropriate.

QUALIFICATION REQUIREMENTS: The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Bachelor's degree or equivalent plus one year of related experience or training with community volunteer program or an equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze and interpret documents such as policies and procedures, safety rules and regulations, and operating/maintenance instructions. Ability to write routine reports and correspondence. Ability to make effective and persuasive presentations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure using whole numbers, fractions and decimals. Ability to develop, read and understand budgets.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to solve practical problems and deal with a variety of situations where standardization exists. Ability to interpret a variety of instructions in written, oral, diagram and/or schedule form .

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license.

OTHER SKILLS AND ABILITIES: Word processing and desk top publishing background. Skilled in use of personal computer, printers, copiers and calculator required. Knowledge of printing processes and formats is also required. Experience with Raisers Edge software helpful. Individual must have a flexible schedule, in addition to being an enthusiastic, team player who enjoys new challenges, and can handle multiple tasks. Must have own transportation.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The hours are flexible with increased hours for weekends and evenings during the special events schedule.

President

Reviewed/revised: 6/2002, 9/2008, 2/2013

Physical Activity of the Position - Part One

(This area measures the type, amount and frequency of the physical effort required to perform all the job duties and the work position in which the effort is applied in carrying out the duties. The periods of physical activity are to be taken into consideration.)

Check only one of the following:

 Level One - Little physical effort consisting of:

- A. Frequently lifting or moving 0-5 pounds weight, or
- B. Occasionally lifting or moving over 5 pounds weight, or
- C. Rarely lifting or moving 0-5 pounds weight in demanding work positions, or in each case expending equivalent effort pulling, pushing carrying or stretching.

 Level Two - Light Physical Effort Consisting of:

- A. Frequently lifting or moving 0-15 pounds weight, or
- B. Occasionally lifting or moving over 15 pounds weight, or
- C. Rarely lifting or moving 10 pounds weight in demanding work positions, or in each case expending equivalent effort pulling, pushing carrying or stretching.

 X **Level Three - Moderate Physical Effort Consisting of:**

- A. Frequently lifting or moving 0-25 pounds weight, or
- B. Occasionally lifting or moving over 25 pounds weight, or
- C. Rarely lifting or moving 15 pounds weight in demanding work positions, or in each case expending equivalent effort pulling, pushing carrying or stretching.

Level Four - Considerable Physical Effort Consisting of:

- A. Frequently lifting or moving 0-50 pounds weight, or
- B. Occasionally lifting or moving over 50 pounds weight, or
- C. Rarely lifting or moving 25 pounds weight in demanding work positions, or in each case expending equivalent effort pulling, pushing carrying or stretching.

Level Five - Heavy Physical Exertion Consisting of:

- A. Frequently lifting or moving 0-100 pounds weight, or
- B. Occasionally lifting or moving over 50 pounds weight, or
- C. Rarely lifting or moving 25 pounds weight in demanding work positions, or in each case expending equivalent effort pulling, pushing carrying or stretching.

PHYSICAL ACTIVITY OF THE POSITION - PART TWO

Indicate by placing an "X" in the column for the frequency of each physical activity listed. This checklist will provide a summary of the physical activity of the job.
The codes are: NP - Not present O - Occasionally F- Frequently C - Constantly

ACTIVITY	NP	O	F	C	COMMENTS
1. Standing			X		
2. Walking			X		
3. Sitting			X		
4. Reclining	X				
5. Lifting			X		
6. Carrying			X		
7. Pushing			X		
8. Pulling			X		
9. Climbing			X		
10. Stooping			X		
11. Kneeling		X			
12. Crouching		X			
13. Crawling	X				
14. Reaching			X		
15. Handling			X		
16. Fingering			X		
17. Feeling		X			
18. Talking				X	
19. Hearing	X			X	
20. Tasting/Smelling				X	
21. Near Vision				X	

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ACTIVITY	NP	O	F	C	COMMENTS
22. Midrange Vision				X	
23. Far Vision				X	
24. Depth Perception				X	
25. Visual Accuracy				X	
26. Color Vision			X		
27. Field of Vision				X	

CONDITIONS THE EMPLOYEE WILL BE SUBJECT TO IN THIS POSITION

The standard response in this area is as follows: "None". The employee is not subject to adverse environmental conditions.