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**JOB TITLE: Recreation Coordinator**

Reports to Board of Directors or others as directed from time to time

**Essential Job Functions:**

* Plan and organize recreational events for the STARR clients within budget as set by Board of Directors.
* Communicates and coordinates with STARR Programs and other organizations to ensure that events do not conflict with community or other special events.
* Secure facilities for events six months in advance.
* Arrange entertainment for events six months in advance.
* Follows rules according to the STARR Policy & Procedure Manual.
* Electronically distribute upcoming event information/flyer at least four weeks prior to the event. Oversee or perform production and distribution of all printed event flyers.
* Coordinates and purchases items for STARR events such as games, prizes, raffle items, food and drink, office supplies (ink & paper for flyers) and decorations.
* Keeps Inventory of existing event supplies. Keeps storage area organized.
* Directs all participant activities, for the purpose of socialization at the event.
* Sets up for events, cleans up, and takes down at the end of each event. Includes opening and closing of facility as needed.
* Recruits and secures all volunteers needed for each event.
* Assigns volunteer event photographer and oversees distribution to webmaster or others as directed.
* Submits monthly Board Reporting Form. Attends Board Meetings upon request.
* Follows Recreation Manual to complete all monthly documentation as required.
* Must be proficient in MS Office products, general computer usage, email communications, have own computer and internet access.