

**Miami County Park District
Job Description**

Job Title: Outreach Coordinator
Position Type: Full-time or Part Time
FLSA Status: Non-Exempt
Division: Administration
Reports To: Executive Director or Designated Representative
Written: December 17, 2014
Last Revision: June 20, 2025

Summary

This is a year round full time or part time position. The Outreach Coordinator's primary responsibilities are to build strategic relationships, conduct a variety of outreach activities and recruit and retain volunteers for all Park District programs. The Outreach Coordinator reports to and takes directions from the Executive Director or other designated supervisor. This position requires the individual selected to have a wide range of positive interpersonal skills, programming experience and organizational abilities.

Working Hours:

This is a 40-hour a week position for full time employment. Part time employment hours are based on the needs of the division with the individual placed in the appropriate part time category according to the Employee Rules and Regulations manual. Full time employment, the employee must be willing to work irregular hours, weekends, holidays and extended hours as required to perform the duties set forth in this position.

Essential Duties and Responsibilities:

The following represents some of the responsibilities, attitudes and requirements but is not limited to just these.

- Promote positive image of the Park District.
- Develop strong relationships with staff, volunteers, partnering agencies, stakeholders, etc.
- Assist with management of Heritage Hall including Tours, Key Pickup, Backup for responding to inquiries, Social media for the Heritage Hall.
- Answer phones/covering the Lost Creek Administrative office.
- Coordinate Eagle Scout Projects and other volunteer efforts.
- Manage and implement special programs, festivals, recognitions, etc.
- Coordinate with Marketing Director to promote all park activities through

- internal and external communications vehicles.
- Interact with other divisions on development and implementation stages of programs.
 - Conduct formal and informal presentations on behalf of the Park District.
 - Aid in fundraising efforts.
 - Experience and ability to research fundraising opportunities, including potential grant opportunities from public and private sources. Development of donor stewardship programs to recognize gifts.
 - Overall responsibility for some special events presented by the Park District. Special events are one-time or infrequently occurring activities outside normal public programming and educational services.
 - Strategic responsibilities and management for additional community outreach targeting special interest clubs.
 - Supervision to ensure that all events that require special permits are handled efficiently.
 - Community relations-represent the Park District in various community organizations to present a positive and professional image. Develop relationships with key individuals to encourage strategic partnerships.

Educational Requirements and/or Experience

Prefer four-year degree and two years professional working experience in similar field. Minimum requirements are a two year degree in similar field and/or combined education and work experience equaling four years in a similar position

Language Skills

Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals and other educational manuals and instructions. Ability to write reports and correspondence. Ability to speak effectively before groups, employees and organizations. Ability to develop written program proposals.

Mathematical Skills

Ability to calculate figures and amounts such as discount, interest, commission, proportions and percentages.

Reasoning Abilities

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Supervisory Responsibilities: May be required to supervise other personnel.

Certificates, Licenses and Registrations:

Must possess a valid Ohio Drivers License with a good driving record, who is insurable with the Miami County Park District and availability of a vehicle to use for work purposes. Must have criminal background check.

Physical Demands:

The physical demands described here are repetitive of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to fingers, handle feel, reach with hands and arms, climb and balance. The employee is required to stoop, kneel and crouch and lift 25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics derived here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently exposed to an indoor and outdoor environment. The noise levels in this position may at times be moderate. The employee may be exposed to various viruses, colds, flues and any other communicable diseases. The employee will be exposed to various outdoor and indoor chemicals used in this line of work.