



HYLAND HILLS

Park & Recreation District

POSITION OPENING

Group Events Specialist

Full-Time Position

Salary Range: \$40,568.00 - \$60,852.00

QUALIFICATIONS

Must possess an undergraduate or higher degree from an accredited college, with major course work in Business, Marketing, Communication or other closely related field. Minimum of 2 years of group sales experience; preferably in leisure, entertainment, recreation, catering and/or food, beverage industry. General sales experience will also be considered. Must possess a valid State of Colorado driver license with an acceptable driving record. This position will require overtime, select holidays and weekend work hours.

JOB FUNCTION

The Group Events Specialist will be responsible for group and special event sales for all District facilities, including but not limited to, Water World, Adventure Golf & Raceway and the Ice Centre at the Promenade. This position requires an energetic, assertive, motivated and service oriented individual. In addition to the base pay, there is an opportunity for an annual bonus based on sales.

JOB DESCRIPTION

See attached job description detailing work environment and essential duties.

BENEFITS

Medical, dental, vision, life insurance, AD&D, LTD insurance, flexible spending account, paid vacation leave, sick leave, personal leave, paid holidays and 401 (k)-retirement plan.

APPLICATION REQUIRMENTS

A Hyland Hills Park & Recreation District **application and a current resume are required** – incomplete or missing applications/resumes may not be reviewed.

The required District application may be found on our website at www.hylandhills.org

Submit to: Hyland Hills Park & Recreation District, 8801 N. Pecos Street, Federal Heights, CO 80260, Attn: Human Resources; or sent via email to hr@hylandhills.org or faxed to 303-650-7594

APPLICATION DEADLINE

Thursday, November 15, 2018 at 5:00pm



HYLAND HILLS

Park & Recreation District

JOB DESCRIPTION

Title of Position: Group Events Specialist

Department: Administration

Reports To: Marketing Director

Status: Full-Time Position

Dated: October 2018

Fair Labor Standards Act: Exempt Non-exempt

General Summary:

The Group Events Specialist will be responsible for all group and special event sales of all District facilities, including but not limited to, Water World, Adventure Golf & Raceway and the Ice Centre at the Promenade. This position requires an energetic, assertive, motivated and service oriented individual. In addition to the base pay, there is an opportunity for an annual bonus based on sales.

Essential Duties & Responsibilities:

1. Responsible for aggressively soliciting new consignment accounts by cold-calling and planning in-person visits.
2. Maintaining existing accounts and renewing future events.
3. Create agreements and contracts and prepare event orders.
4. Cultivate new relationships in the corporate and private sector by hosting and attending networking events.
5. Manage Calypso Club Consignment Program for Water World and Adventure Golf & Raceway.
6. Be adaptable to performing under frequent deadlines and/or in response to group emergencies in a calm and professional manner.
7. Assist with creation and preparation of marketing materials for group sales events.
8. Handle incoming emails and telephone calls, responding appropriately to guests, groups and corporate inquires.
9. Provide great customer service via phone, fax and email correspondence.
10. Monitor, screen, respond and distribute incoming communications.
11. Perform site visits and tours as well as attend marketing events and trade shows.
12. Manage the bridge between sales, operations and the Finance Department to ensure all paperwork, event and billing details are communicated for guest satisfaction.
13. Create, write and present sale proposals for corporate private events, group sales and consignments.
14. Weekly sales reporting and forecasting for management.
15. Manage daily marketing responsibilities related to the group sales department.
16. Build and maintain brand awareness.

17. Collect content for social media and additional marketing platforms.
18. Other duties as assigned.

Knowledge, Skills, and Abilities Required:

1. Ability to take initiative and be a self-starter; demands effective cross communication, organization and planning to achieve guest satisfaction.
2. Skills to provide both oral and written communications for effective expression and clarity.
3. Knowledge of the principles and techniques of short and long-term program planning.
4. Ability to establish and maintain effective work relationships with other District employees, District groups, outside consultants and other municipal entities and the general public.
5. Skills to provide business development to generate sales needs.
6. Ability to work in a fast-paced environment with enthusiasm and an entrepreneurial spirit.
7. Ability to enthuse and motivate others.
8. Ability to demonstrate strong public relations and communications skills.
9. Mathematical skills: i.e., add, subtract, multiply and divide; calculate decimals and percentages; compute discounts, ratio and proportion, profit, loss, etc.
10. Proficient in Google Drive, Microsoft Excel, Word, and point of sale experience is a plus.

Working Environment/Physical Activities:

1. Work is conducted primarily in an office setting; however, this position will work out-of-doors for parts of the year promoting programs, executing group, corporate and special events.
2. Must be able to work out-of-doors in variable temperatures.
3. Must be able to lift 50 lbs. to a height of 3-1/2 feet.
4. Must be able to work at a height of 50 feet with proper equipment.
5. This position will experience flex hours working an average workweek of 40 hours. During peak season, April through early September, the employee will be required to work as many as 60 hours per week including weekends. Adjustments in the workweek will be made in the fall after Water World closes for the season.

Education/Experience:

1. Must possess an undergraduate or higher degree from an accredited college, with major course work in Business, Marketing, Communication or other closely related field.
2. Minimum of 2 years of Group Sales experience; preferably in leisure, entertainment, recreation, catering and/or food, beverage industry. General sales experience will be considered.
3. Must possess a valid State of Colorado driver's license with an acceptable driving record.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.