

**POSITION DESCRIPTION
COUNTY OF LAGRANGE, INDIANA**

POSITION: Parks Event Planner
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: As scheduled
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: October 2025

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. LaGrange County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

The Parks Event Planner is responsible for LaGrange County Department of Parks and Recreation planning, coordinating, and implementing various events and programs in LaGrange County Parks.

DUTIES:

- Schedules, plans, organizes, and executes events and activities of interest for the LaGrange County community by incorporating participant feedback, master plan data, and current trends.
- Is responsible for and oversees all logistical aspects of events, including timelines, vendor coordination (entertainment, food, rentals, etc.), permitting, safety, utilities, purchasing supplies, set-up, and clean-up.
- Recruits, trains, and supervises volunteers, contractual personnel, and seasonal staff for festivals, events, education programs, and day camp.
- Recruits and communicates with vendors, partners, and organizations participating in events.
- Identifies, secures, and manages grants, sponsorships, and fundraising efforts to support special events and programs.
- Prepares and manages event budgets, including monitoring expenses, ensuring adherence to approved appropriations, and regularly providing spending updates to the Director throughout the planning process.
- Researches, coordinates, and presents environmental and historical education programs, festivals, and interpretive programs for members of the community and school groups, throughout the park system.
- Coordinates and directs activities at the Nature Center.
- Establishes long and short-range goals and objectives for programs and events.
- Prepares program and event related public relations materials, including press releases, public service announcements, festival guide listings, newspaper columns, general flyers and handouts, signage, trade show booths, radio, and television public notices. Helps maintain website and social media sites. Represents the department at various community activities and makes public speaking presentations.
- Prepares quarterly newsletter to promote events, programs, and park-related initiatives.
- Prepares monthly report of program & event activity, attendance, and evaluations for the Park Board.
- Assists the maintenance staff with maintaining trails and other park amenities & facilities when needed.

- Operates a variety of equipment in performance of duties.
- Attends professional meetings, conferences, and staff meetings.
- May provide testimony in legal proceeding/court as requested.
- Performs related duties as assigned.

JOB REQUIREMENTS:

- Bachelor's degree in recreation, event management, or related field preferred.
- Minimum of two (2) years of related experience preferred.
- Possession of or ability to obtain First Aid and CPR certifications.
- Interest in receiving continuing education on current and future natural resource and park topics.
- Ability to meet all County hiring requirements, including passage of a drug test.
- Thorough knowledge of Department functions and ability to direct operations and implement programs to meet goals/initiatives and educational and recreational needs of the community.
- Ability to plan and present special events, programs, public speaking presentations, and fund raisers.
- Ability to make public speaking presentations, and effectively communicate orally and in writing with co-workers, other County departments, other organizations, program participants, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Advanced knowledge of child development and principles of interpretation, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Working knowledge of standard, English grammar, spelling and punctuation, and ability to prepare Department publications and detailed written reports.
- Willingness and ability to recruit, train, and supervise volunteers, contractual personnel, and seasonal staff.
- Working knowledge of standard office procedures and Department software programs, including Microsoft Word and Excel, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Ability to operate standard office equipment, such as computer, copier, telephone, projector, and camera.
- Knowledge of standard filing systems and ability to create and maintain Department files/records.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.
- Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.
- Ability to compare or observe similarities and differences between data, people, or things.
- Ability to work alone with minimum supervision and with others in a team environment, occasionally under time pressure, and on several tasks at the same time.
- Ability to compute/perform arithmetic operations, such as determining inventory and tracking sales.
- Ability to occasionally provide testimony in legal proceedings/court.
- Ability to regularly work weekends, occasionally work extended hours and evenings, and occasionally travel out of town for conferences, sometimes overnight.
- Ability to occasionally serve on-call and respond to emergencies on a 24-hour basis.
- Possession of a valid Indiana driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK:

Incumbent performs duties that are broad in scope, applying standard practices and procedures to specific situations. Spends the majority of his/her time planning/implementing special events, developing and presenting programs/activities, and providing information to the public. Incumbent receives general supervision and discusses with the director all programs, activities, marketing, sponsorships and unusual/unprecedented situations.

RESPONSIBILITY:

Ensures proper implementation of events, and natural science and cultural history education programs, exercising independent judgment in selecting and modifying programs and activities accordingly. Purposeful and desired results of work are known, and work is reviewed primarily for attainment of program goals and objectives.

PERSONAL WORK RELATIONSHIPS:

Maintains frequent contact with co-workers, other County departments, other organizations, and the public for the purpose of exchanging information, explaining/interpreting policies and procedures, and coordinating program/event activities.

Reports directly to Park Director.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Performs duties in a standard office environment and outdoors, involving exposure to extreme temperatures and varying weather conditions, walking on uneven terrain, driving, sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing 25 to 50 pounds, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Regularly works weekends and evenings, occasionally works extended hours, and may travel out of town for conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Event planner for the Parks Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name