



**Department:** Campus Recreation  
**Program Area:**  
**Job Title:** Events and Activities  
Coordinator

**Summary:**

The Events and Activities Coordinator is responsible for developing programs and activities, staffing events, and overseeing the implementation of events that contribute to the wellbeing of Wake Forest students, faculty, and staff. Relationship and community building will be key to the success of this position. The Coordinator will collaborate with Campus Recreation and Campus Life Partners (i.e. Wellbeing, Res Life, Student Engagement, Global Programs & Studies, Diversity & Inclusion, and Graduate Schools) to increase the participation and diversity of Campus Recreation programs and participants. A vital component of this position is a demonstrated ability to work autonomously with initiative, critical and creative thinking; as well as a strong commitment to collaboration, student development, and customer service.

**Essential Functions:**

- Creates and implements programs and activities
- Responsible for event coordination and scheduling volunteer/paid staff
- Responsible for the hiring, training, evaluation, and development of staff
- Executes programming for late night and weekend programs
- Contributes to Intercultural Center monthly special events calendar, New Deac Week orientation program, Wake the Forest initiative, Physical Wellbeing Month, Family weekend and living-learning communities
- Assist with the planning and execution in coordination with the Intramural Coordinator of Intramural Championship nights
- Assists with the promotion and execution of Recreation Outreach Programs including aquatic, fitness and outdoor pursuits
- Manage and purchases all supplies and equipment
- Responsible for marketing and promotion associated with Campus Recreation programs.
- Manages the budget in conjunction with the Associate Director of Programs.
- Assists with administrative duties including, but not limited to, budget development, payroll, equipment and supplies purchasing and maintenance, inventory control
- Oversight of the risk management plan for Events, making recommendations to the Associate Director of Programs
- Responsible for the assessment and reporting of participation numbers, learning outcomes, and satisfaction for activities and events.
- Develop and maintain relationships with students, faculty, staff and the Wake Forest community.
- Fosters an inclusive environment that is welcoming of all members of the campus community.
- Other job-related duties and special projects as assigned

**Other Functions:**

- Assists with the management of activities and camp counselors for all-sports summer camp
- Assists with miscellaneous projects, trips, special events, etc. as assigned by the Associate Director of Programs

**Required Knowledge, Skills, Abilities:**

- Bachelor's degree or equivalent combination of education and experience (Master's preferred)
- Demonstrate experience in event planning
- Demonstrate commitment to diversity and inclusion
- Ability to handle multiple work priorities, organize, plan work and projects
- Experience hiring, training, supervising, and evaluating student employees
- Effective written and verbal communications skills; Proficiency in computing skills and assessment

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

***Campus Recreation seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.***