

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <https://www.spaldingcounty.com/careers>
SUBMIT APPLICATION and PROOF OF EDUCATION TO: employment@spaldingcounty.com or to the
HUMAN RESOURCES OFFICE
CLOSING DATE: Until Position is filled

Job Title: Travel and Events Coordinator (Position #2558)
Salary: Pay Grade 8; Hiring Rate \$40,518 per year
Provisions of the Personnel Ordinance for Promotion/demotion/transfer
Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m., Days and hours may vary based on need

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or state-awarded GED required with a minimum of 12 months of related experience in travel coordination, recreation programming, special events, hospitality, customer service, or a related field; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this position. Must possess a valid Class C Georgia Driver's License. CPR/First Aid certification preferred.

GENERAL STATEMENT OF JOB: Under general supervision, plans, promotes, coordinates, implements, and hosts public recreation travel programs and community-wide special events for the Leisure Services Department. The position uses the County's motorcoach to develop and deliver local, regional, and overnight trips and coordinates indoor and outdoor events, including registration, publicity, logistics, budgeting, sponsorships, participant services, financial tracking, safety, and post-program evaluation. The Travel and Events Coordinator serves as the primary point of contact for County motorcoach trips and supports high-quality, financially accountable recreation opportunities for County residents. Reports to the Deputy Director of Leisure Services.

PHYSICAL REQUIREMENTS: Ability to travel with groups and work extended hours, evenings, weekends, and overnight assignments as needed. Must be physically able to operate a variety of office, event, and recreation equipment. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to forty pounds of force occasionally and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to seventy pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

- Plans, organizes, promotes, and implements local, regional, and overnight recreation trips and community-wide indoor and outdoor special events.
- Serves as the primary point of contact and trip leader for County motor coach trips. May host and escort groups on trips that can occur on weekdays, evenings, weekends, or overnight.
- Receives and reviews motorcoach trip requests; assesses projected expenses; establishes advertised trip costs; and validates that fees are structured to recover trip expenses.
- Develops trip itineraries and schedules and coordinates meals, attractions, parking, ticketing, lodging, venue reservations, admissions, and service contracts.
- Prepares event plans and budgets, identifies required supplies and equipment, and coordinates event sites for appropriate activities.

- Creates fliers, press releases, and other marketing and promotional materials. Promotes Leisure Services trips, programs, events, and services and informs the public about schedules, costs, registration requirements, and participation procedures.
- Plans for event photography and maintains appropriate program and promotional records.
- Conducts participant registration; collects fees; issues receipts; and uses department software to process registrations and facility reservations.
- Manages participant communications, waivers, manifests, rosters, and other required trip and event documentation.
- Coordinates volunteers, other County departments, security, sponsors, vendors, and community resources to support trips and events.
- Secures event sponsors and community resources in accordance with County policies and departmental direction.
- Tracks revenues and expenditures related to motorcoach operations, trips, and assigned events; maintains complete records and files; and prepares financial summaries, operational reports, and post-program evaluations.
- Provides excellent customer service. Prepares and conducts appropriate passenger engagement activities.
- If escorting a trip, supervises participant conduct and enforces County policies, safety procedures, and program rules. Alerts security personnel when intervention is needed, documents misconduct and incidents, and reports concerns to the immediate supervisor.
- Manages assigned recreation areas or facilities; answers telephone inquiries; assists patrons; and submits work orders through the appropriate software system.
- Prepares and maintains inventory reports for event supplies and equipment.
- Operates a department vehicle to transport event equipment and supplies as needed.
- Uses computer systems for email correspondence, recordkeeping, registration, reservations, financial tracking, and required reports.
- Performs other related duties as required

September 22, 2026