



Blaine-Birch Bay Park and Recreation District 2

Job Title: Assistant Event Coordinator Intern

Reports To: Event Coordinator

Pay Rate: Unpaid / For Academic Credit (or modify as needed)

Employment Type: Part-Time / Seasonal Internship

Position Overview

The Assistant Event Coordinator supports the planning, coordination, and execution of community events, including the 4th of July Celebration, Holiday Dashes, Splash Days, and various special programs. Working closely with the Event Coordinator, this position ensures events run smoothly, safely, and inclusively, while fostering community engagement and promoting accessible recreational opportunities for individuals of all ages.

Key Responsibilities

- Assist in planning and organizing community events from concept to completion.
- Coordinate logistics such as venue setup, vendor management, permits, equipment rentals, and signage.
- Support marketing and promotional initiatives across social media, local media, and community networks.
- Prepare event materials, including schedules, rosters, volunteer badges, signage, and registration packets.
- Communicate with vendors, suppliers, and internal teams regarding event arrangements.
- Assist in recruiting, training, and coordinating volunteers and temporary staff.
- Provide on-site event support, including problem-solving, crowd management, and vendor coordination.
- Maintain positive relationships with community partners, sponsors, and event participants.
- Assist with post-event evaluations, feedback collection, and event reporting.
- Perform administrative tasks such as scheduling, filing, correspondence, and document organization.
- Ensure compliance with safety regulations, park policies, and city/district guidelines.
- Provide event setup and takedown support, including during major holidays.

Qualifications

- Experience in event planning, recreation, hospitality, or volunteer coordination is a plus.
- Strong organizational skills and attention to detail; ability to manage multiple tasks.
- Excellent written and verbal communication skills.
- Ability to work flexible hours, including evenings, weekends, and holidays.
- Physical ability to assist with event setup, including lifting tables, tents, and equipment.
- Proficiency with Microsoft Office Suite (Word, Excel, Planner, To Do, PowerPoint).
- Community-oriented, honest, and capable of sound reasoning and decision-making.
- Able to work both independently and collaboratively; willing to learn new skills.
- Ability to maintain effective working relationships with staff and the public.
- Valid driver's license, up-to-date insurance, and a safe driving record required.
- Once position is accepted, candidate must pass background checks

Learning Outcomes

Interns will gain experience in:

- Recreation program planning and delivery

- Facility supervision and safety practices
- Community partnership building
- Event coordination
- Administrative and operational support in a public agency

Work Environment

- Combination of indoor office work and hands-on program support in community facilities and outdoor settings.
- Outdoor activities may occur in various weather conditions.

To Apply

Please send resume and cover letter to info@bbbprd2.com