

Job Title: Events Planner
Department: Communications & Foundation
Reports To: Communications & Foundation Director
FLSA Status: Non Exempt
Salary Schedule: SC lane 10



SUMMARY

The Events Planner will assist the Director and staff of the Communications & Foundation Department in all aspects of the WCSD Foundation Program by providing support with all foundations activities, contacting donors, and helping to promote the Foundation Program. The Events Planner finds creative ways to promote charitable giving to WCSD.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Manages the logistics for district-sponsored Foundation Program events and activities, including scheduling venues, managing invitations/RSVPs, coordinating volunteers, ordering supplies, and coordinating catering and equipment needs.

Manages volunteer schedules, ensures adequate coverage, and provides on-site support to ensure smooth operations during events.

Oversees volunteers on the day of the event, ensuring roles are clearly assigned and responsibilities are carried out smoothly.

Works closely with community leaders, sponsors, vendors, and committee members to ensure successful events.

Manages timelines, communications, and logistics from initial planning through post-event wrap-up.

Plans and executes all aspects of the annual For the Kids Classic Golf Tournament. Coordinates a positive player experience, and manages all event details to support the Foundation's fundraising goals.

Manages the teacher grant process from start to finish, including notifying teachers when applications open, managing submissions, coordinating the review process, and ensuring the grants are awarded on time.

Coordinates all aspects of the teacher grant presentations, including scheduling with donors, honoring their availability and location preferences to make the experience meaningful and impactful.

Secures sponsorships for the Sterling Scholar Program by building and maintaining strong relationships with community partners.

Prepares sponsor recognition materials for student award recipients and compiles a video or slideshow featuring each award winner's photo and sponsor logos to be shown during the event's gathering time.

Coordinates with school tech support to ensure the presentation runs smoothly.

Assists with set-up for the Sterling Scholar Awards Night, including refreshments and event logistics.

Serves as the Foundation's liaison on the Dixie Power Kite Festival committee, attending monthly planning meetings and supporting the execution of the event.

Manages the purchase of books for the Kite Festival's redemption booth and Foundation book booth.

Oversees the distribution of reading charts to schools and coordinates the delivery and pickup of supplies with the WCSD warehouse.

Attends the Dixie Power Kite Festival, manages the redemption booth, prepares reports on top schools and teachers, and distributes rewards and student prizes.

Assists with the free community partner flyer program.

Assists with social media accounts for the District and promoting positive stories about public education in Washington County.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent and two years related experience and/or training; or equivalent combination of education and experience.

Experience working in event planning, hospitality, or communications preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

The employee may be required to work evenings or weekends for special events & activities.

Prepared By: Communications & Foundation Director			Date: 06/11/2025
Approved By: Assistant Director, Human Resources			Date: 06/25/2025
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	