

Program Coordinator for Cultural Activities Department

The Fargo Park District is accepting applications for a Program Coordinator position for the Department of Cultural Activities. This is a full-time benefited position.

This position is responsible for planning, implementing and evaluating programs including Santa Village, Fall Festival, outdoor concerts, state park events, festivals and themed events. This position manages the facilities at Rheault Farm. This position assists with preparation of program budgets and long range planning as well as assisting with development of marketing and advertising plans. This position will hire, train and supervise seasonal and non-seasonal staff as well as volunteer groups associated with the programs.

This position requires flexibility in scheduling, including evenings, weekends and/or holidays as required.

List of events assigned to this Program Coordinator

Teddy Bear Tea Party
Garden Party
Nature Adventure
Summer Grind
Share a Story
Community Play Day
BMX Jam
Midwest Kid Fest *
Teddy Bear Parade
Skateboarding Day
Fargo Rocks! Concert
German Folk Fest
Fiber Arts Fest
Island Park Show- stage and staff
Celtic Fest- volunteers & staff
Fall Festival
Santa Village
Volunteer Coordinator
Building Attendant Staff
Rheault Farm reservations

The Fargo Park District offers a competitive salary; retirement including pension; flexible benefit account; medical, dental, life & disability insurance options. There are 10 paid holidays, 8 hours per month vacation and 6 hours of sick bank are accrued per month. Use of some Fargo Park District facilities are free as an employee.

Applicants MUST complete an online employment application and include a cover letter and resume to be considered for the position.

Application deadline is Wednesday, May 11th at 4:30 pm.

Applications may also be picked up at the Fargo Park District office (701 Main Avenue), between 7:30 am and 4:30 pm, Monday-Friday.

The Fargo Park District is an Equal Opportunity Employer.

Employer Information

Fargo Park District

701 Main Avenue

Fargo ND 58103

Questions may be directed to hr@fargoparks.com