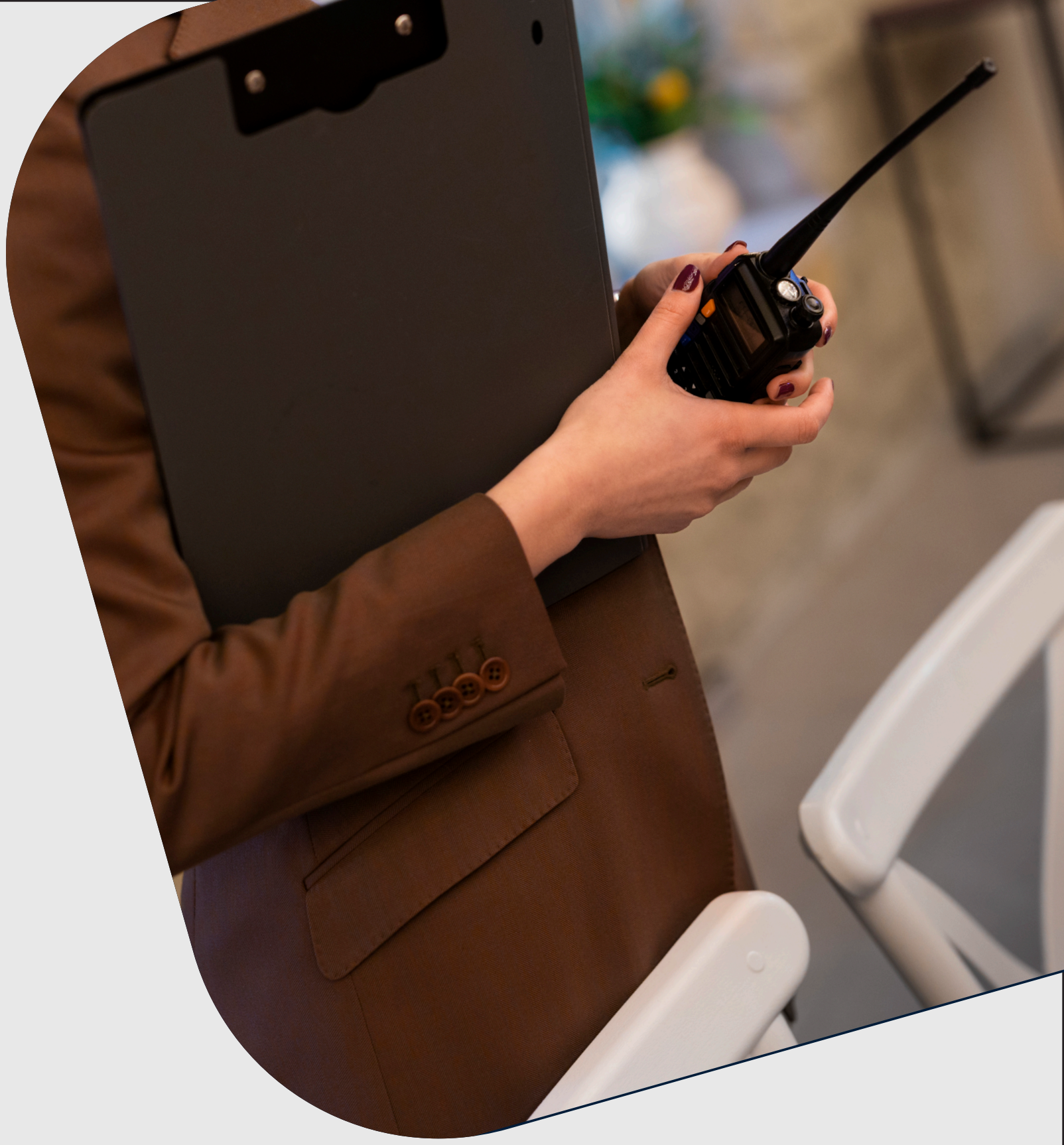


Job Description
Outdoor Events Officer

HiFlex Physio

General

At HiFlex Physio, an Outdoor Events Officer plays a critical role in delivering on this promise by creating, organising, and managing high-quality outdoor events and activities that enrich the lives of our members in line with their interests and goals.

By working with other staff members and external partners, Outdoor Events Officers also help ensure that each event is well-planned, safe, and memorable.

Responsibilities

- Development and implementation of a diverse range of adventure activities and fitness events.
- Coordinating with other staff members, external partners, vendors, and contractors as needed to ensure that events are properly scheduled and planned.
- Conducting site visits to evaluate potential event locations and ensure that they meet our safety and logistical requirements.
- Collaborating with marketing and communications teams to promote events and increase participation.
- Managing logistics for each event including equipment and transportation.
- Managing budgets and finances for each event, ensuring that expenses are within approved limits.

Qualifications

- Bachelor’s degree in a related field such as Sports Science, Kinesiology or Recreation.
- Experience in event planning and execution, preferably in a fitness or outdoor recreation setting.
- Excellent organisational and project management skills.
- Strong communication and interpersonal skills.
- Ability to work flexible hours, including weekends and evenings as required.

Knowledge Requirements

- Knowledge of outdoor equipment, safety procedures and environmental concerns related to outdoor activities.
- Understanding of health and fitness principles and how they apply to outdoor activities.
- Knowledge of local and regional outdoor recreation opportunities and resources.
- Familiarity with risk assessment and safety protocols for outdoor activities.

- Basic knowledge of budgeting and financial management.
- Proficiency in Microsoft Office and event management software.

Working Conditions

- This position requires frequent work outdoors in a variety of weather conditions.
- The role may require some physical exertion such as lifting and transporting equipment.
- This position may require work outside of regular business hours, including weekends and evenings, to accommodate event schedules.