

Bear Mountain Recreation and Park District

10300 San Diego St. Lamont, CA 93241

NOTICE OF FULL TIME POSITION

Original Posting Date: 07/29/2022

RECREATION COORDINATOR

(1 position)

Open until filled

Salary: \$18.65 - \$21.91 per hour
Benefits: PERS Retirement, PERS Medical, Dental, Vision, Vacation and Sick
Hours: Vary
When: Sunday through Saturday (7 days a week)

EXAMPLE OF DUTIES: Under general supervision, the Recreation Coordinator provides, organizes, coordinates, markets, implements, and evaluates a wide variety of recreational and social programs and services. The Recreation Coordinator designs, implements, and evaluates programs, classes, services, activities, and events to meet the needs of the community. The position also provides leadership and general guidance for recreation programs and services involving children, teens, adults, and seniors. Work is performed at variety of recreation sites, including community centers, playgrounds, parks, schools, and other sites. Incumbents may be considered experts in subject areas such as sports, crafts, events, or senior activities, or may be program generalists.

LICENSE: Possession of an appropriate California Operator's License issued by the State Department of Motor Vehicles

DESIRABLE QUALIFICATIONS:

Skills and Abilities:

- Knowledge of modern methods, techniques, principles, and procedures used in planning and supervision of recreation programs and facilities; basic methodology of organizing groups, programs, and services in a recreational setting and the ability to effectively implement them.
- Effectively promote and market recreation programs, services, activities, and events.
- Knowledge of the principles and practices of public parks and recreation program planning, organization, and administration.
- Communicate tactfully with customers and address public and customer questions and concerns.
- Knowledge of the rules and equipment utilized in athletic and recreational programs and activities and ensures safe and proper use of recreation facilities and equipment.

- Ability to administer the principals of time and resource management; organize and prioritize workloads; must possess basic computer skills.
- Effectively communicate orally and in writing with the ability to gather, analyze, and report information.
- Intermittently set up booths, hang banners, move tables, chairs, and carry supplies.
- Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.
- Must be willing to work evenings, weekends, and holidays.

Education and Experience: Equivalent to the graduation from an accredited college or university with a Bachelor's degree in recreation management, leisure services, physical education, public/business administration, or closely related field is required.

Experience should include recreation programming, special events, and coordinating classes. Knowledge of modern methods, techniques, principles, and procedures used in planning and supervision of recreation programs and facilities. Experience in Microsoft Office programs such as: Microsoft Word, Excel, Publisher, Outlook and PowerPoint and have the ability to learn and use Recreation Programming software.

An equivalent combination of education and experience may be considered.

All candidates must file an application at the Bear Mountain Recreation and Park District office, 10300 San Diego St. Lamont, CA 93241, (661) 845-0757.

CONDITIONS OF EMPLOYMENT:

Fingerprint clearance by the California Department of Justice is a condition of appointment after all other required job conditions have been met. Some positions may require proof of privately owned automobile insurance and the possession of a valid California Motor Vehicle operator's license.