

JOB DESCRIPTION

PART TIME RECREATION COORDINATOR

THE POSITION

Under direction of either the Recreation Supervisor II or the Recreation Coordinator, this position may be responsible for one or more major areas of the District's recreation programming in either the community of Simi Valley or Oak Park. Currently, the District's recreation programming focuses on areas such as: adult sports; youth sports; before and after school clubs; day camps; preschools; aquatics; community center operations; teen activities; publications (i.e. Reporter preparation) and orchestration of various classes and activities; and special events. This list is not meant to be exhaustive, as the District is always exploring additional ways that it can better serve the public. The District's offerings largely depend on the interests of the community it serves. The interests of the community change. Therefore, the duties of this position may change.

The Part-time Recreation Coordinator will be expected to assume broad responsibilities and exercise considerable independent judgment in carrying out the duties of this position. Important qualifications include: the ability to work both autonomously and as a team player, and to adapt quickly to new and changing situations; ability to effectively prioritize, manage and complete a wide variety of administrative projects and generate efficient, effective results; proficiency to plan, coordinate and supervise in any one of the areas specified above, or in any area developed by the District at a future time.

EXAMPLE OF DUTIES

Responsibility for planning, organizing, implementing, administering, coordinating, promoting, and evaluating any number of recreational services and programs in the Recreation Department. Duties may include: hiring of part-time staff and instructors; acting as District liaison between the City, School Districts, and various outside organizations; monitoring program and/or facility budgets and tracking revenue and expenditures; developing public relations marketing strategies, presentations and promotional materials; preparing memos, briefs, contracts, other appropriate correspondence. Involves a high level of public contact, requiring excellent communication and human relation skills, and considerable independent judgment in performing assignments of an on-going nature.

Aquatics area – Position will supervise, monitor and coordinate use of District's pools; supervise, monitor and coordinate District's aquatic and aquatic/safety training programs; develop and implement short- and long-range plans to enhance existing and newly created programs; serve as District's teen liaison through attendance and/or communications with City's Youth Council and by the creation of teen activities and/or trips.

Recreation Programming area – Position will coordinate all classes scheduled in Simi Valley and the internal production schedule for the printing of the District's brochure. The position will be responsible for the development and maintenance of special interest classes, the hiring, contracting and payment of instructors, the coordination/scheduling of classroom use and maintenance, utilization of recreation computer software program, and the overall class registration inputting. Position will work closely with data entry staff, front line staff and maintenance staff and will continually evaluate and revise class offerings to effectively meet the needs of the community. Assistance with the production of special events and special interest groups may also be incorporated, depending on strengths of individual selected.

EMPLOYMENT STANDARDS

Graduation from high school, or G.E.D. equivalent, and a valid California driver's license with good driving record are required. Aquatics position requires certifications (within 6 mos. of hiring) in Red Cross Water Safety Instructor, Lifeguard Training, and First Aid & CPR.

DESIRABLE QUALIFICATIONS/EXPERIENCE

Education: Two or more years of college.

Experience: Two or more years of relevant experience in organized recreation programs, including working in a supervisory level capacity.

Certifications: Aquatics - Instructor Trainer certification and/or Pool Operator Certifications are highly desirable.

PHYSICAL REQUIREMENTS

It is expected that this position will require standing and walking approximately 40% of the time or more; frequent lifting, carrying and occasional push/pulling loads of up to 40 pounds; some bending and occasional kneeling/squatting, reaching overhead/stretching; occasional to frequent climbing stairs.

1/6/05