

**HESPERIA RECREATION AND PARK DISTRICT  
PART-TIME RECREATION ACTIVITIES COORDINATOR  
JOB DESCRIPTION**

**Definition**

Under general supervision, plans, coordinates, and implements youth and senior programs to include aquatics activities and District events; performs a variety of administrative functions in support of assigned programs.

**Supervision Exercised**

Receives general supervision from the Recreation Manager. May exercise supervision over part-time staff and volunteers.

**Essential Duties**

Duties may include but are not limited to:

1. Supervises, coordinates, and participates in the day-to-day operations of assigned events and event planning; monitors and evaluates the work of support staff, and participates in the implementation of a variety of program activities.
2. Determines and recommends equipment, materials, and staffing needs for assigned events; prepares detailed cost estimates with appropriate justification, as required.
3. Monitors and controls supplies, materials, and equipment; orders supplies and materials as necessary.
4. Develops, monitors, and tracks sponsorship programs to secure in-kind and financial sponsorship for events; maintain contacts and negotiates with vendors.
5. Develops marketing for events, including flyers, advertisements, and press releases.
6. Establishes and maintains positive community relations with other departments and community groups such as civic organizations, non-profit organizations, schools, churches, and government agencies in coordination of special events and to explain, promote, and encourage community participation.
7. Responds to inquiries from parents and others about programs, schedules, and events.
8. Plans and implements special events for children, youth, seniors, and their families.
9. Performs related duties as assigned.

**Knowledge, Abilities, and Skills**

Knowledge of:

- Youth and adult programs, sports, aquatics, and senior activities.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to the event planning and coordination.
- Procedures for planning, implementing, and maintaining a variety of events through community participation.
- Modern office practices, methods, and computer equipment.
- Techniques used in budget preparation and monitoring.
- Principles of supervision.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability and Skill to:

- Plan, supervise, coordinate, review, and evaluate District events and the event-planning program, as well as volunteers and assigned staff.
- Patiently work with children, youth, and seniors individually and in groups. Respond to questions from the public and staff.
- Maintain and update a variety of files and records including confidential documentation.
- Prepare and monitor program budget.
- Plan and implement special events for children, youth, seniors, and their families.
- Plan and organize work to meet schedules and timelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Communicate clearly both orally and in writing.

**Qualifications**

High School graduate or equivalent. Two (2) years college-level course work in event planning, community recreation, or related field, or two (2) years of work experience in event planning or closely related programs, including one (1) year of supervisory or coordinator level experience.

**License or Certificate**

Possession of a valid Class C California Driver’s License and a good driving record. Ability to obtain First Aid and CPR Certificates.

**Working Conditions**

**Environmental Conditions:** Indoor and outdoor environment, exposure to possible inclement weather conditions; exposure to potentially hazardous chemicals, various colognes/perfumes, dust, fumes from printing cartridges; exposure to noise/vibrations from office machines, wind, pollen, and stinging insects; possible work around slippery and uneven surfaces.

**Physical Conditions:** Essential and marginal functions may require maintaining physical conditions necessary for bending, stooping, kneeling, crawling, running, lifting, pushing, pulling, reaching, carrying, and squatting; sitting, standing, or walking for prolonged periods of time; use of hands to finger, handle or feel for objects, write, type, use telephone, operate office machinery, and handle money; close and distance vision; speaking; hearing, and driving vehicle. High level of concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

**Hourly Rate:** \$20.63 - \$25.08 per hour

**Hesperia Recreation and Park District is an Equal Opportunity Employer**