

# HESPERIA RECREATION AND PARK DISTRICT

## FULL TIME RECREATION COORDINATOR Position Description

### **Definition**

The Recreation Coordinator, under direction, provides responsible office assistance in an assigned District department and performs a wide variety of duties involving programs, facilities, events, activities, and other related duties.

Positions in this class are characterized by their ability to perform assigned duties with only occasional instruction or assistance. Judgment is sometimes required pertaining to when and how established procedures or guidelines are to be applied. Significant deviation from established procedures requires prior approval.

### **Essential Functions**

1. Assist in the monitoring, organization, scheduling, and supervision of programs, recreational activities, and facilities.
2. May be assigned to act as a District representative for community organizations.
3. Schedule appointments and various meetings.
4. Type and proofread a variety of documents including reports, correspondence, and forms from oral direction, rough draft, copy, or notes. Perform data entry.
5. Set up and maintain a variety of files; index, tabulate, and file a variety of records, logs, and graphs.
6. Assist with facility use/rentals and the scheduling of personnel.
7. Operate office machines such as photocopiers, scanners, facsimile machines, voice mail systems, and personal computers.
8. Work independently to prioritize work, define problems, collect data, establish facts, and draw valid conclusions.
9. Assist departmental staff in special assignments or daily routines.
10. Inform supervisor of issues, updates, and other pertinent information in a timely manner.

### **Marginal Functions**

1. Will perform additional tasks as required and needed.

While performing any of the above duties, must be aware that he/she is acting as a representative of the District and must be public relations conscious.

This position is a regular full time position (40 hours per week). May be required to work evenings, weekends, and holidays.

### **Benefits**

- District paid employee and dependent health, dental, and vision insurance coverage.
- Term life insurance coverage of \$50,000.
- Paid vacation of up to 25 days a year depending on tenure, plus an employee buy back option.
- Paid sick leave as per policy.
- 13 paid holidays per year.
- Retirement with San Bernardino County Employees' Retirement Association.
- Voluntary Deferred Compensation Program available.
- District does not participate in the Social Security Program, except for the mandatory 1.45% Medicare contribution

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Full Time Recreation Coordinator  
Position Description**

**Minimum Qualifications**

**Knowledge of:** Recreation or sports programs including supervision, planning, and development is highly desired; English usage, spelling, grammar, and punctuation; telephone etiquette; basic arithmetic; modern office methods and equipment; and Microsoft Office (Word, Excel, Publisher, Outlook).

**Ability to:** Understand and give verbal and written instructions. Be tactful and adept when dealing with others. Organize and prioritize work. Type at a speed of not less than 40 words per minute, at a corrected rate. Operate a computer. Perform work with accuracy and attention to detail. Maintain cooperative working relationships with employees, supervisors, and the public.

**Experience/Education:** High School graduate or equivalent. Any combination of experience and education equal to two years of recreation and/or clerical experience.

**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 condition 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 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.

**Examination/Selection Process**

All applications will be screened and only those candidates who best match the needs of the District will be invited to compete further in the examination process, which may include pre and/or post interview testing.

Must possess a valid California Driver License and produce a DMV printout of driving record upon request. Take and pass a medical exam if requested. Undergo and clear fingerprinting and background check as a prerequisite of employment.

**Final Filing Date**

Position open until April 26, 2019 at 5:00 p.m. All applicants are required to complete a District application form and submit it to the Hesperia Recreation and Park District, 16292 Lime Street, Hesperia, CA, or mail it to P. O. Box 401055, Hesperia, CA 92340.

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services.

Salary Range: A Step \$12.50 – E Step \$15.23

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