

Hesperia Recreation and Park District
FULL TIME Recreation Program Coordinator
(Full Time/At-Will Position)

The Recreation Program Coordinator, under general supervision, plans, directs, implements, and supervises one or more major recreation program areas; supervises programs which include youth and adult programs, aquatics, contract classes, facility rentals, kids kamp and ASK; performs a variety of administrative functions in support of assigned programs.

Experience/Education:

- High School diploma 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.

Any combination of continued education, experience, and training that would likely provide the required knowledge, skills, and abilities is qualifying.

The position will be closed on April 23, 2024, at 5:00 P.M. All applicants are required to complete a District application form and submit it in one of the following ways: email it to jobs@hesperiaparks.com; in person at Hesperia Recreation and Park District, 16292 Lime Street, Hesperia, CA; or mail to P.O. Box 401055, Hesperia, CA 92340.

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.

REQUIRED ATTACHMENT

Typing Test: adjusted/net speed 45 wpm minimum on a 3-5 minute test (results must show name, WPM results and length of test)

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.

Salary Range: A Step \$23.19 per hour - G Step \$31.07 per hour

EOE