

HESPERIA RECREATION AND PARK DISTRICT RECREATION ACTIVITIES COORDINATOR

Definition

Under general supervision, plans, directs, implements, and supervises one or more major recreation activities and facilities; supervised activities may include youth and adult sports, sports field rentals, youth sports partners, and the operation of the Hesperia Lake Park; performs a variety of administrative functions in support of assigned programs.

Supervision Exercised

Receives general supervision from the Recreation Manager. Exercises general and direct supervision over assigned part-time staff and volunteers.

Essential Duties: (the following duties and responsibilities may include, but are not limited to, the following:

1. Plans, organizes, and supervises one or more recreation activities within a major recreation area, such as youth and adult sports, sports field rentals, youth sports partners, and the operation of the Hesperia Lake Park.
2. Coordinate sports field use and calendars for regular youth sports partners and field rentals at various recreation sports facilities.
3. Determines and recommends equipment, materials, and staffing needs for assigned activities; prepares detailed cost estimates with appropriate justification, as required.
4. Monitors and controls supply, materials, and equipment; orders supplies and materials as necessary.
5. Prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work and activity performance.
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 District activities.
7. Responds to inquiries from the community, participants, and support staff about programs, schedules, and facilities.
8. Attends meetings, workshops, and conferences as required.
9. Monitors and evaluates the work of support staff and volunteers.
10. Will perform additional tasks and duties as required or needed.

Knowledge, Abilities, and Skills

Knowledge of:

- Youth and adult sports, fishing, camping, outdoor activities, and facility scheduling.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to the event planning and coordination.
- Techniques used in budget preparation and monitoring.
- Procedures for planning, implementing, and maintaining a variety of District programs.
- 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 activities, as well as volunteers and assigned staff.
- Apply District policies, procedures, and organizational priorities related to various recreational program's needs.
- Work independently and with staff.
- Patiently work with community members. 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 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: \$23.19 - \$31.07 per hour

Benefits

- Participation in the District's cafeteria plan for 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.

Hesperia Recreation and Park District is an Equal Opportunity Employer