



Indian Valley Community Services District

Providing services for our community health, well-being, and prosperity.

Job Announcement: Recreation Coordinator

IVCSD is currently accepting applications for the newly-established position of Recreation Coordinator. Applications are welcome from those seeking either full-time or part-time work. The job description can be found attached to this notice or by visiting www.indianvalleycsd.com/employment-opportunities

Interviews are anticipated to be held in early July.

Board of Directors

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General Manager, Adam Cox

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Indian Valley Community Services District **Job Description – Recreation Coordinator**

Salary Range: \$22.00 - \$26.74/hour
Full-time or Part-time

THE DISTRICT & DEPARTMENT

IVCSD is responsible for managing and operating the Greenville Park, Taylorsville Park, Taylorsville Pool, and other properties throughout the Indian Valley. The District's Recreation and Parks Department oversees departmental administration, recreational facilities, programs and classes, special events, and responds to the recreational needs of the community.

POSITION

Under direct supervision by the Recreation Program Manager, the Recreation Coordinator will be responsible for: planning, organizing, coordinating and directing assigned recreation activities; coordinating assigned activities with individuals, community groups, other public agencies, and other departments within IVCSD. This position may at times be assigned to exercise supervision over seasonal, part-time, or contract staff.

Essential Job Functions

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, implements, coordinates, and/or leads certain assigned recreation programs and classes. Tasks include but are not limited to: developing course schedules; creating promotional materials for courses/programs; liaising with course instructors; directly leading/teaching classes/courses/programs.
- Coordinates the work of staff in assigned recreation and community facilities, programs, services, and activities, including interpretive and educational programming, public safety, open space trail etiquette and safety, aquatics, youth and adult sports, contract activities, community events, youth programs, recreation centers and park facilities; administers multiple recreation and community programs and community events.
- Implements goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; researches, recommends, and implements policies and procedures, including standard operating procedures for assigned facilities.
- Monitors, plans, and lays out maintenance work projects for assigned facilities; monitors and controls supplies and equipment; oversees the ordering of supplies and materials as

necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.

- Coordinates training for CPR, AED and First Aid certifications for departmental staff and maintains records.
- Conducts/coordinates safety inspections of playgrounds and identifies deficiencies; coordinates any playground repairs.
- Participates in the development of recreation contract administration and use agreements.
- Ensures compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Provides administrative support to the department, such as conducting research, performing special projects, developing reports, or compiling statistics.
- May participate in interdepartmental/interagency planning sessions specific to critical issues.
- Attends meetings, workshops, and conferences as required; stays abreast of new trends and innovations in the field of recreation services; makes presentations and provides information regarding assigned program areas and facilities and the District's recreational services.
- Performs other duties as assigned.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends , and holidays, at a variety of District or other community facilities.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle and to visit various District, recreation, and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS:

Incumbent will work frequently between both an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances as

well as work in the field and may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Qualification Guidelines

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education equivalent to a four-year degree from an accredited college or university with major coursework in recreation administration, child development, liberal studies, physical education, public administration, or a closely related field and at least five (5) years of progressively responsible experience directing and supervising significant recreational and/or neighborhood programs and activities, including two (2) years of experience supervising staff and other administrative functions.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must obtain American Red Cross First Aid Certificate and CPR Certificate for infant, child, and adult within three (3) months of hire.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of recreation, open space and community service program development and administration, including program implementation, review and evaluation, budgeting, and purchasing.
- Principles, practices, and service delivery needs related to facility rentals, use permits, classes, and community events.
- The District's Municipal Code, laws and enforcement procedures.
- Procedures for planning, implementing, and maintaining a variety of recreational, educational and leisure activities and programs through community participation.
- Recreational ,cultural, educational, age-specific, and social needs of the community.
- Principles and practices of contract administration and evaluation.
- Principles and practices of public relations techniques.

- Principles of open space management.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, and volunteers.
- Provide guidance and direction to contract personnel.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate business arithmetic and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.