



Job Announcement Senior Recreation Coordinator

SALARY RANGE:

The starting salary range is \$58,068 to \$70,584 annually.
This is a full-time non-exempt position.

The full-time benefits package includes:

Vacation, sick and holidays	Group Life Insurance
Medical/dental/vision	Social Security
SCERS - Retirement	

GENERAL SUMMARY:

The Senior Recreation Coordinator is a full-time lead or specialist level classification within the Recreation Coordinator series. Under minimal supervision, incumbents assist with the planning, organization, marketing, coordination and supervision of a variety of District recreation and community service programs, staff and facilities and assume full responsibility for one or more major technical and/or administrative support functions for designated program area(s). This classification is distinguished from the part-time Recreation Coordinator classification by a greater scope of responsibility and higher levels of authority and autonomy exercised in the performance of assigned duties and responsibilities. This classification is further distinguished from a Recreation Services Manager, which is a first-level exempt program manager with responsibility for the development and administration of a major recreation program and related services and the provision of supervision and guidance to incumbents allocated to the Senior Recreation Coordinator classification.

EXPERIENCE AND QUALIFICATIONS:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by some advanced educational training in public recreation planning and administration, or a closely related field is highly desirable
- Four (4) years of responsible experience in working with public recreation services and programs is highly desirable

Knowledge of:

- principles, practices and procedures of planning and supervision of recreation and/or aquatics programs and services
- principles and practices of effective supervision, training and performance evaluation
- effective and appropriate public contact and telephone techniques
- District policies, procedures, operations and programs

- laws, rules and regulations relative to recreation programs and services
- modern office practices and procedures
- personal computer operation and software applications
- filing methods and recordkeeping systems to effectively maintain a variety of administrative records

Ability to:

- assist with the planning and implementation of assigned recreation programs, services and events to meet the needs of the community
- coordinate and supervise the functions and activities of assigned recreation programs
- assist with the recruitment, selection, training, supervision and evaluation of staff
- analyze problems, identify alternative solutions and potential consequences and take appropriate corrective action
- interpret and explain District and program policies, rules and procedures
- effectively communicate, both orally and in writing
- research and develop effective marketing materials and a variety of program schedules and administrative materials
- establish and maintain a variety of administrative records, files and reports
- effectively operate a personal computer and other standard office equipment
- establish and maintain effective working relationships with those contacted during the performance of work duties and responsibilities
- perform essential duties of job without causing harm to self or others
- and if assigned to support the Aquatics Division ability to obtain First Aid for Lifeguards and Water Safety Instructors; a certificate of completion for Instructor's of CPR for the Professional Rescuer and First Aid for Lifeguards and Water Safety Instructors; or an Advanced First Aid or Emergency Medical Technician (EMT) certificate.

Application Deadline:

Applications are due **September 28, 2021**. If interested, please submit an application and resume through the District Website:

<https://sunriseparks.workbrightats.com/jobs/>