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Hayward Area Recreation & Park District  
Hayward, CA

Recreation Coordinator II - Special Events & Volunteers  
\$84,818.40/year - \$103,097.28/year

Are you an events professional with a bold vision, impressive execution capabilities, meticulous attention-to-detail, and outstanding organization skills? H.A.R.D. is looking for a special events and volunteer coordinator who will be vital in building strong communities through engaging events focusing on fun, wellness and civic engagement.

The Special Event Coordinator will oversee the District-wide volunteer program, V.I.P. events, Touch-A-Truck, Spring Egg Hunt, Holiday Mansion Lightings, Party H.A.R.D. in the Park events, Family Campout, Teen Series, Movies in the Park, Concerts in the Park, Donna's Holiday Hope, Cherryland Holiday Party, youth special events, and much more! The Special Event Coordinator will also coordinate HARD's presence at various community fairs throughout the District.

H.A.R.D. is looking for someone who plans ahead, meets deadlines and stays calm under pressure. The ideal candidate is reliable, self-directed, detail-oriented, and has a clear and creative vision. This person should work well with others, can work cross-departmentally or across agencies to execute successful community events. This person is resourceful and will collaborate with our many community partners, and work with local leaders to identify sponsorship opportunities.

Here are the details about the positions:

- Available Positions: 1
- Annual Salary: \$84,818.40/year - \$103,097.28/year
- Full Time, Benefits eligible position
- Work Schedule: 8-hour shifts, 40 hour per week.
- Work hours: Monday – Friday, 8:30AM – 5:00PM and must be able to work on days, evenings, weekdays, and weekends for special events as needed
- Filing Deadline: October 21, 2024
- Anticipated 1st Round Zoom Interviews for week of October 28, 2024
- Anticipated Start Date: November 2024

First review of applications will be after October 21, 2024. This posting may close at any time.

#### DEFINITION

Under general supervision to plan, organize and direct recreational programs or activities in the District; to perform day-to-day operational management, to provide high-quality customer service and to do related work as required.

#### DISTINGUISHING FEATURES

This professional level class is assigned responsibility for managing and maintaining multiple recreational programs. The incumbent directs recreation leaders and volunteers and oversees all operations at assigned facilities. This class is distinguished from the Recreation Coordinator I in that the latter has responsibility for a specific program area. It is further distinguished from the next higher classification, Recreation Supervisor, in that the former provides direct

management and day-to-day oversight of his/her respective programs, whereas the latter, through subordinate reports, directs the activities of a major category of recreational programs.

#### EXAMPLES OF DUTIES

- Supervises and personally participates in the planning and conducting of various program activities, including preparation of program content, publicity, scheduling, procedures, development, determination of staffing, equipment and facility needs, selection, assignment and training of personnel, and coordination with groups concerned.
- Directs subordinate personnel through progressive work assignments and work review; with a goal of development of professional competence in various fields of recreation.
- Reviews and evaluates procedures, forms, and other systems regarding general administrative activities and recommends revisions as needed.
- Performs various special administrative assignments as directed.
- Prepares budget recommendations for recreation program personnel, supplies, programs and equipment.
- Attends staff meetings.
- Selects, trains, supervises and evaluates subordinate staff, volunteers, and contract employees.
- Represents the District at professional and community meetings.
- Coordinates maintenance and safety for assigned facilities.
- Keeps records of work performed, hours worked, tracks revenues and expenditures for programs.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

#### MINIMUM QUALIFICATIONS

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

##### Education:

Possession of four-year college degree or equivalent with specialization in recreation or a closely related field.

##### Experience:

The equivalent of one-year full-time experience as a Recreation Coordinator I in the Hayward Area Recreation and Park District service.

OR

The equivalent of two years full-time paid experience planning, organizing and directing recreational programs or activities, one year which must have included experience managing a major program including facility operations. (Additional experience may be substituted for the education on a year for year basis.)

##### License:

Candidates must possess a valid California Motor Vehicle Operator's License and a good driving record.

##### Age Requirement:

Must be at least 18 years of age at time of hire.

##### Special Requirements/Certifications:

Cardio-Pulmonary Resuscitation, AED and First Aid Certificate within six months of employment

For Aquatics Program:

- American Red Cross Instructor/Trainer in the following courses:
- Water Safety Instructor/Aid
- Lifeguard Training
- National Recreation and Park Association Aquatic Facility Operator Certification or Certified Pool Operator Certification within six months of employment.

For Adaptive Recreation:

- Therapeutic Recreation Degree and Certification as a Therapeutic Recreation Specialist

## KNOWLEDGE & ABILITIES

Knowledge of:

- The assigned recreation program areas.
- Specific rules and regulations of the assigned program areas.
- Proper equipment and tools required for the assigned program areas and materials and their uses.
- Principles and practices of program oversight.
- Computer applications related to the work.
- First Aid principles and practices.
- Principles of personnel management and supervision.
- Basic budget requirements for program areas.

Ability to:

- Prepare budget recommendations for the program areas.
- Plan, organize and implement programs.
- Prepare reports, maintain files and records.
- Lead, motivate and direct the work of others. Manage performance of direct reports.
- Communicate effectively, both orally and in writing.
- Coordinate and conduct required training.
- Prepare budget recommendations for program personnel, supplies and equipment.
- Maintain records and reports.
- Establish and maintain cooperative relationships with those encountered in the course of work.
- Withstand sustained periods of sitting while intermittently operating keyboards, twisting and reaching to operate other equipment without incapacitating adverse effect.
- Safely transport and lift objects weighing up to forty (40) pounds.

## 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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. 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 occasionally 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 supplies and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

## ENVIRONMENTAL ELEMENTS

Employees work in an office environment and in the field. When in the office, incumbents work in an environment with moderate noise levels, and controlled temperature conditions. When in the field, employees are occasionally exposed to loud noise levels, cold and/or hot temperatures, toxic/hazardous chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR 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.

Depending on the incumbent's program assignment, there may be additional physical and environmental requirements not listed here.

#### 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 facilities.

#### EEO/ADA

The Hayward Area Recreation and Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Hayward Area Recreation and Park District will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.