



# NOW HIRING FOR:

# SENIOR RECREATION COORDINATOR

Take your career to the next level with this exciting employment opportunity at Jurupa Community Services District! We challenge our employees to strive for excellence and we're looking for the next **two** members of our team to serve as a **Senior Recreation Coordinator**. If you're passionate about public service, employee engagement, and approach new challenges with a growth mindset, you'll want to be a part of our JCSD family. We look forward to welcoming you!

## SALARY RANGE

**\$5,485 - \$6,667 Monthly**

## CLOSING DATE

**July 31, 2022**

## JOB DESCRIPTION

**The two openings are in the following areas: Facility Operations, Before/After School Programming, Contract Classes, and Senior Services.** Under general direction, plans, develops, organizes and implements a variety of recreational classes, special events, sports programs, park, shelter & facility reservations, and other related activities; prepares and presents a variety of oral and written reports; maintains a variety of records and files; may operate and administer one or more community center facilities; and performs related work as assigned.

- Plans, develops and promotes recreation classes, programs, sports leagues, special events/tournaments, and other related activities based on local community needs and requests; ensures that programs/activities are provided in compliance with established plans and/or contractual agreements.
- Directs and reviews programs, including but not limited to athletics and sports, child development, mature adult, and other underserved populations; and evaluates such programs for public acceptance and efficiency.
- Meets with community and civic groups to explain programs; interprets parks & recreation services to the public and participates in community meetings and organizational planning.
- Trains, directs, and evaluates the work of assigned staff, including Recreation Aides/Leaders, contracted instructors, and/or volunteers.
- May operate and oversee the day-to-day activities of one or more facilities; ensures that facilities are clean, safe, and accessible; arranges for facility maintenance and/or repairs as needed.

## EDUCATION & TRAINING

The right person for this role will possess the following credentials:

- Equivalent to graduation from high school required with college coursework in recreation administration, sociology, public administration or closely related field.
- A Bachelor's degree in recreation or a closely related field is preferred.
- Possession of a valid California driver's license class C.
- Possession of, or ability to obtain, certification from District-provided CPR/First Aid training is required.

## SKILLS & EXPERIENCE

You'll need the following to succeed in this position:

- Three years experience leading recreation programs and activities in a public agency setting.

## GENEROUS BENEFITS

JCSD is proud to offer a competitive salary and benefits package, along with professional development opportunities to support you at every stage of your career journey. As a JCSD employee, you'll enjoy the following benefits:

- Ample time off (83 vacation hours, 98 sick hours, and 13 paid holidays).
- Generous medical benefits through CalPERS; the District contributes 80% of the CalPERS Kaiser premium.
- Dental Insurance through Delta Dental is fully covered by the District.
- Vision Insurance through VSP is covered for the employee only by the District.
- Short-Term & Long-Term Disability Insurance and a \$50,000 life insurance policy provided by the District.
- Retirement plan through CalPERS.
  - Classic members: 2.7% @ 55 & PEPRA members: 2% @ 62
- Certification pay is available (up to 5%) for certifications above and beyond job description requirements.
- Longevity pay (2.5%) is available after 10 years of service with the District.
- Bilingual pay (3.5%), if eligible.
- Additional benefits and much more!

## ENVIRONMENT

Here at JCSD, the same dedication and commitment we extend to the community is matched by our appreciation and support of our employees. We're a close-knit organization that offers a dynamic working environment rooted in excellence and humility. To STRIVE for Excellence, we live by the following core values:

- S** **Speak Straight & Listen Generously** – Speak honestly in a constructive way that moves the action forward. Listen with care and without judgment ... most important, listen to understand and support. Say what you mean, and be willing to ask questions, share ideas, or raise issues that may cause conflict when it's necessary for team success. Address issues directly with those who are involved or affected. Rumors are destructive ... seek accurate information and only speak about things you know to be truthful.
- T** **Trust Our Team** – Strong teams are successful not just because they work together, but because they trust each other. Seek to build trust in all relationships ... personally, professionally and within our community. Assume good intentions and always give people the benefit of doubt. Recognize your weaknesses and have the trust to appreciate when your team is better at something than you.
- R** **Respect** – Focus on being warm, friendly and approachable ... ensure civility in all our actions. Be graciously humble ... recognize your team's success above your own. Every interaction with our team or a customer is an opportunity to create deeper, more meaningful relationships. Respect our process and take great pride in achieving exceptional outcomes. Own and celebrate the team's success, but also hold yourself accountable and learn from your mistakes.
- I** **Inspirational** – Be a leader ... take every opportunity to teach and help other learn and grow. Lead by example and never leave your team behind. Inspire with passion but keep perspective. When everyone is moving forward together, success takes care of itself.
- V** **Visionary** – Determined by the thought of what tomorrow can bring ... driven by grit to get it done today. Look ahead, anticipate and dream big. Build fruitful relationships within the industry ... draw upon the success of others to shape our future. Without vision, there is no action ... without direction, there is no purpose. Be relentless about improvement.
- E** **Empowered** – Don't accept anything at "face value" if it doesn't make sense to you ... don't be afraid to ask "Why?" Have the confidence and curiosity to challenge the "way we have always done it". Have a Growth Mindset in everything you do. Ask questions when you don't understand. Healthy, vigorous debate creates better solutions. Find a way to be exceptional.

*JCSD is an equal opportunity employer, and all employees and applicants shall receive equal consideration and treatment. JCSD will recruit, hire, and promote the best-qualified individuals for positions without regard to race, color, religion, sex, national origin, ancestry, age, physical or mental disability, medical condition, marital status, sexual orientation, or any other protected class ("protected classes" as recognized by the Equal Employment Opportunity Commission, California State Department of Fair Employment and Housing, and California Labor Code).*



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