



P.O. Box 386, 555 Monroe Street, Coalinga, Calif. 93210

Tel: (559) 935-0727 Fax: (559) 935-1293

## Recreation Coordinator

**SALARY \$33,000**

LOCATION: Huron, CA

***Our Motto: "We build healthy communities through people, parks, and programs."***

DEPARTMENT: Recreation

CATEGORY: Full Time

EXEMPT: No

**BASIC FUNCTION:** The Recreation Coordinator plans, organizes and directs a comprehensive community services program to meet the needs of the community in Coalinga and Huron, CA.

**REPORTS TO:** Recreation Supervisor

**LEVEL OF AUTHORITY:** All work is performed under general direction.

**SUPERVISES:** Part-Time Recreation Leaders

**QUALITY ASSURANCE:** All employees are expected to provide outstanding customer service; serve the public and interact with co-workers and others in a positive, courteous, and professional manner; maintain a respectful attitude; and are responsible for the efficient and effective delivery of services. Supervisors will perform their supervisor duties to comply with district policies and state and federal personnel laws to create a cooperative, safe, respectful, and quality work environment.

**MAJOR FOCUS:** Youth sports, special events, summer camp, and aquatics, Gym management.

**DUTIES AND RESPONSIBILITIES:** The following typical tasks and responsibilities are representative of the position's essential duties.

### PLANNING

- Prepares goals and objectives for community based classes, programs and activities.
- Expands and provides new programs, classes and activities for the community.
- Develops procedures for initiating, supervising and evaluating activities.
- Coordinates with other units for the program registration and facility usage.
- Meets with community and neighborhood groups to formulate program ideas.

### PERSONNEL

- Conducts orientation, training and appraisal of performance for subordinates.
- Recommends to division head action for potential or actual employee performance problems.
- Schedules job assignments for subordinates, part-time and other employees.

### EVALUATION

- Conducts evaluation of programs, activities and subordinate employees.

### FISCAL

- Maintains revenue and expense program budgets.
- Prepares and submits detailed unit budgets as required.

### SAFETY

- Reports accidents & unsafe conditions as they occur.

#### SAFETY TRAINING REQUIRED

- CPR and First Aid (within first 6 months of employment)

#### OTHER

- Assists department staff as required.
- Ensure proper maintenance and repair of their facility.
- Attends and participates in staff meetings and training sessions.
- Represents their department at management team meetings.
- Performs other related duties as assigned

#### QUALIFICATIONS:

Training and Experience: Candidate will need a Bachelor's degree in Recreation or closely related field is highly desired. The community is primarily Spanish speaking and a Bilingual Candidate who speaks English and Spanish would be highly preferable. A minimum of three years' management experience is preferred in recreation or closely related field. Additional experience may be substituted for degree requirement. Experience should include community programming, youth sports, special events, and community outreach. Aquatics experience desirable.

Knowledge of: Budgeting procedures and guidelines, computer operation, recreation planning, practice and supervision.

Must be able to: relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor.

Licenses or Certificates: Must possess a valid California driver's license and present DMV printout when applying. Applicant's driving record must comply with District safety standards.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work activities may require working within an office environment and recreational environment. May include performance of recreation equipment set up and take down which would include lifting of tables, chairs and a variety of recreation equipment. Regularly required to communicate with participants, staff and outside agencies.

The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### HOW TO APPLY:

Submit a District Application

- Mailing Address: CHRPD, PO BOX 386, Coalinga, CA 93210
- Hand Delivered during the business hours of Keck Center: 555 Monroe Street, Coalinga, CA 93210
- Email to: [Thensley@chrpd.org](mailto:Thensley@chrpd.org)

To obtain an Application and Job Description, visit the Coalinga-Huron Recreation and Park District Website: [www.chrpd.org](http://www.chrpd.org)

For further information contact Tyler Hensley/ General Manager at (559) 935-0727.