



EMPLOYMENT OPPORTUNITY

RECREATION SPECIALIST

Salary: \$ 16.24 Hourly

Job Type: Full Time

Department: Recreation Department

Benefits: Benefits Eligible

The Position

Under general supervision, administers one or more aspects of the recreation program and performs a wide variety of duties including planning, coordinating, promoting, and scheduling of recreation programs.

Job Functions

- Assists in the planning, organizing, and review of assigned staff, contract providers, and volunteers assigned to a recreation program.
- Develops, coordinates, and implements recreational activities.
- Assist with staff training in work and safety procedures; in the operation and use of equipment and materials; implements procedures and standards.
- Assists with monitoring operations and activities of one or more assigned recreation programs.
- May supervise participants in a variety of program activities consistent with assigned recreation program.
- Participates in the planning and implementation of recreation activities appropriate for participant age groups, reflective of traditional theories and practices, and in compliance with Federal, State and local laws, regulations, and guidelines.
- May oversee the design and preparation of a variety of publicity/informational strategies and materials; reviews documents for subordinate staff; disseminates materials through appropriate channels.
- Maintains records and files on all participants; updates emergency and other pertinent information on a regular and as needed basis.
- Assists with the coordination and participation in a variety of program operations and facility maintenance activity as well as facility rentals and usage.
- Promotes safety and renders first aid as required.
- Monitors and evaluates the effectiveness of the assigned program, activities, and special events and recommends improvements or modifications.
- Maintains a variety of logs, records, and files.
- Responds to participants' and/or parents' needs for assistance or information.
- Monitors the proper and safe use of program facilities by participants.
- Assists in planning and conducting special events; sets up and takes down tables, chairs, and equipment, for classes, activities, events, and meetings.
- Monitors facility use; opens, closes, and secures building for events.
- May coordinate and participate in a variety of program operations and facility maintenance activities.
- Performs other duties as assigned.

Qualifications

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in business or public administration, recreation, facilities maintenance, or closely related field, and three (3) years of increasingly responsible experience in recreation program assistance, facilities administration and coordination, or related functional area, including extensive customer service. Experience in Contract Classes and Special Events is highly desirable.

Required License:

- CPR for infant, child, and adult/ First Aid Certificate.
- Valid California class C driver's license with satisfactory driving record.

Selection Process

A completed Town employment application is required by the close of recruitment. **Recruitment will close on Thursday, October 10, 2019 at 5:30 pm.** The successful candidate must pass a physical exam and Department of Justice background check. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307. Applications may be mailed or delivered to 14955 Dale Evans Parkway, Apple Valley 92307 or sent via email to humanresources@applevalley.org. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.