



EMPLOYMENT OPPORTUNITY

Recreation Coordinator

Salary: \$22.95 - \$32.42 Hourly

Job Type: Full-Time

Department: Parks & Recreation

Benefits: Benefits Eligible

The Position

Under general direction, plans, directs, administers, and supervises one or more major recreation program areas; supervises programs which may include youth programs, aquatics, youth sports, adult sports, summer programs, after-school programs, special interest classes, special events, and training; operates and supervises recreation and sports facilities, including athletic fields, swimming pool, tennis courts, recreation centers, and parks on a seasonal or year-round basis; provides administrative support and assistance to the Recreation Supervisor in areas of expertise; fosters cooperative working relationships with various public and private groups; and performs related work as required.

Job Functions

- Plans, organizes, supervises, and reviews the work of full-time, part-time, seasonal and temporary employees, contract positions, and volunteers assigned to a recreation program and related facilities and sites.
- Trains staff in work and safety procedures and in the operation and use of equipment and materials; implements procedures and standards.
- Monitors operations and activities of one or more recreation programs; recommends improvements and modifications and prepares various reports.
- Determines and recommends equipment, materials, and staffing needs for assigned recreation programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies, materials, and equipment; orders supplies and materials as necessary; reviews and approves all requests of expenditures by assigned staff; prepares documents for equipment procurement; participates in informal bid processes for maintenance and repair of facilities and equipment, as necessary.
- Plans, organizes, and supervises on or more recreation programs within a major recreational area, such as youth programs, aquatics, youth sports, adult sports, summer programs, after-school programs, special interest classes, special events, and training.
- Develops, implements, and monitors goals, objectives, policies, and priorities for designated program areas reflective of the community's needs and the Town's and Division's overall goals, policies, and ordinances, and in compliance with applicable Federal, State, and local rules, regulations, and guidelines.
- Designs and implements new and modified programs and projects within designated program area based on analyses and assessment of the community's recreational needs and

priorities; develops program objectives, designs plan of action, projects resource needs and requirements, and schedules times and facilities.

- Communicates with participants on an on-going basis; holds and facilitates meetings and team assignments; produces or assists in producing flyers, calendars, newsletters, and other promotional materials to inform the community of programs and upcoming events.
- Acts as a liaison to local residents, governmental agencies, community groups, private businesses, and others concerning questions, problems, concerns, and activities in the provision of recreation programs.
- Works with community groups and residents in the development and coordination of programs; oversees and coordinates scheduling of activities, games, classes, and events.
- Provides input to the Recreation Division's annual budget by preparing resource, revenue, and expenditure projections for designated program areas; administers and monitors assigned budget monies; tracks and analyzes revenues and expenditures on an ongoing basis and recommends budget adjustments as necessary.
- Oversees the design and preparation of a variety of publicity/informational strategies and materials; reviews special announcements and informational bulletins developed by subordinate staff; disseminates through appropriate channels to targeted community members.
- Assists in developing, monitoring, and tracking sponsorships and partner opportunities; maintains contacts and negotiates with vendors; may conduct fundraising events.
- Coordinates special events activities with other Town departments, divisions, outside agencies, and service providers; serves as the Recreation Division's staff liaison to various Town commissions and community groups as assigned.
- Plans, coordinates, and supervises the collection of data regarding the effectiveness of current programs as well as the community's future needs; conducts comprehensive analyses for planning and developmental purposes.
- Attends meetings, workshops, and conferences as required; makes presentations and provides information regarding assigned program areas/special projects and the Town's recreational services upon request.
- Coordinates and participates in a variety of program operations and facility maintenance activities, as well as facility rentals and usage.
- Performs other duties as assigned.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation administration, child development, liberal studies, physical education, public administration, or a closely related field, and two (2) years of progressively responsible experience directing and supervising significant recreational programs and activities, including supervising staff and other administrative functions. Additional related experience can be substituted for the required education on a year-for-year basis, up to a maximum of two (2) years.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Certification:

- Cardiopulmonary Resuscitation Certificate, (CPR) for infant, child, and adult; Standard First Aid Certificate.

S e l e c t i o n P r o c e s s

A completed Town employment application is required by the close of recruitment on **Monday, November 27th, 2023, at 5:30pm**. An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

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