



EMPLOYMENT OPPORTUNITY

Recreation Specialist

Salary: \$20.79 to \$29.37 Hourly

\$22.38 to \$31.62 Hourly, effective January 1st, 2024

Job Type: Full-Time

Department: Parks & Recreation

Benefits: Benefits Eligible

****Position description pending Council Approval January 2024****

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 and/or facility rentals.

Job Functions

- Assists in the planning, organizing, and review of assigned staff, contract providers, and volunteers assigned to a recreation program.
- Coordinates facility rental application and viewings.
- Maintains and collects insurance policies for rentals and user groups.
- 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 and/or facility rentals and program registrations.
- 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, facility rentals, 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

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 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 two (2) years of increasingly responsible experience in recreation program assistance, facilities administration and coordination, or related functional area, including extensive customer service.

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.

Selection Process

A completed Town employment application is required by the close of recruitment on **Thursday, January 4th, 2024, at 5:30 pm**. 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.