



City of Yorba Linda

Recreation Specialist- Youth and Teen Programs

SALARY	\$21.42 - \$26.04 Hourly	LOCATION	4701 Casa Loma Avenue Yorba Linda, CA
JOB TYPE	Permanent Part Time	JOB NUMBER	181900188
DEPARTMENT	Parks and Recreation	OPENING DATE	04/03/2024
CLOSING DATE	4/23/2024 11:59 PM Pacific		

The Position

The Yorba Linda Parks and Recreation Department is seeking a self-motivated, energetic, and innovative individual to assist with the coordinating of Youth and Teen programming. This is a permanent part-time position under the supervision of the Recreation Supervisor and Recreation Coordinator that performs a variety of job duties at Thomas Lasorda Jr. Field House and Adventure Playground. Main responsibilities will pertain to coordination of Teen Action Committee, Community Volunteer Program, Summer Volunteer Program, Summer Youth Programs, developing and coordinating special events, facility oversight of Adventure Playground and scheduling and supervising part time staff. Other responsibilities will be clerical in nature and will include tracking volunteer hours, scheduling volunteers and providing customer service support in a front office setting and assisting clients with facility reservations and program registrations. Additional responsibilities will include management and supervision of Adventure Playground.

This is a thirty (30) hour a week position and the candidate for this position must be able to work afternoons, weekends, evenings, and July 4.

The anticipated schedule range for this position is, which is subject to change based on program needs:

Summer:	Sunday 9am-7:30pm and Monday-Thursday 12pm-7:30pm
Fall & Spring:	Tuesday-Friday 2pm-7:30pm and Saturday 9am-7:30pm
Winter:	Tuesday-Friday 12pm-5:30pm and Saturday 9am-5:30pm

Examples of Duties

1. Assist with being a liaison for Teen Action Committee. Assist in leading monthly meetings and host volunteer projects.
2. Schedule and track volunteer hours
3. Implement a variety of recreation programs for teenagers
4. Provide general customer service, process class registrations, facility rental contracts, and other financial transactions.
5. Oversee facility reservations, enforce facility and City policies, provide assistance, and supervise staff.

6. Assist with basic water chemistry testing and ensure compliance regulations are met.
7. Maintain accurate records and data and conduct inspections of facility.
8. Promote the publicity of assigned programs and events through the preparation of printed and electronic materials (e.g. informational brochures, flyers, and news releases); and perform other outreach activities to effectively solicit program and event participants.
9. Assist with researching current trends, planning and developing curriculum and activities.
10. Assist with trainings, orientations and meetings for staff.
11. Prepare additional correspondence using Canva, Microsoft Word, Excel, Publisher, and PowerPoint, including written and oral reports, memorandums, forms, surveys, and evaluations.
12. Assist the Recreation Coordinator in recommending, developing, and monitoring program budget revenues and expenditures.
13. Attend necessary staff meetings, training, and in-service programs.
14. Issue, receive and supervise the use of City equipment and materials. Maintain and care for equipment and recommend the purchase or disposal of equipment and supplies for recreation programs.
15. Assist in selecting, training, supervising, scheduling and evaluating part-time staff.
16. Make and implement operational decisions in accordance with City policies and procedures and promote effective communication and positive working relationships with other department city staff, members of the public, community groups and school district personnel.
17. Assist with emergency operations assignments under the direction of Recreation Supervisor or Recreation Coordinator.
18. Perform other related duties as requested.

Desirable Knowledge Skills & Abilities

1. A self-motivated individual possessing the ability to think creatively, exercise independent judgment, and identify community recreation needs.
2. Considerable knowledge of youth and teen programming trends.
3. Considerable knowledge of municipal recreation practices, procedures, and methods related to a variety of community-wide special events and programs.
4. Ability to communicate clearly and concisely, both orally and in writing.
5. Ability to coordinate, organize, and implement a wide variety of community-wide special events and recreation programs.
6. Ability to communicate and maintain effective interpersonal and public relations with staff members, public officials, program participants, rental clients, contract instructors, volunteers, and the general public.
7. Possession of a valid first aid and CPR card or the ability to obtain one within the first three months of employment.
8. Knowledge of Microsoft Word, Excel, and Publisher is highly desirable. The Parks and Recreation Department utilizes the Active Network for facility reservation and program registration, so knowledge of this software is desirable but not required.
9. Aquatic Facility Operator (AFO) certification is required within six months of hiring.

Other

MINIMUM QUALIFICATIONS

Qualified applicants should have a combination of education and experience equivalent to an A.A. degree, with course work in recreation or a related field, and/or two years of part-time experience in the supervision of recreation programs and/or facilities. Applicant must be over eighteen (18) years of age.

LICENSE & OTHER REQUIREMENTS

A valid Class C California Driver's License.

PHYSICAL REQUIREMENTS

The physical tasks of this position include sitting at a computer work station, reaching to a shelf height of 7 feet, bending and stooping, and turning and twisting. Additionally, standing, walking, jogging, lifting objects an average of 20-40 pounds, and pushing and pulling carts with a force of up to 60 pounds can each be for sustained periods of time from one to four hours. Each physical task occurs in variations throughout the day. In addition, candidates must be able to work for extended periods of time in the outdoors, and be exposed to sun and varying temperatures. Vision requirements include ability to read books, magazines, and other printed materials, computer screens, signage, etc. Hearing and speaking requirements include ability to communicate effectively and in a timely manner via the telephone and in person with the public and co-workers.

EXEMPT/NON-EXEMPT

This is a non-exempt position. Overtime at the rate of one and one half times the hourly rate of the classification is paid for hours worked in excess of 40 hours per week.

BACKGROUND CHECK/PHYSICAL EXAM

Individuals selected for employment will be required to take and pass a background check (fingerprinting) for all positions and medical exam for full time and permanent part time positions. The background check and medical examination are at City expense; and conducted by a law enforcement agency and physician designated by the City. Candidates who are currently working are urged not to resign until they have successfully passed the background check, physical examination and received a final offer letter.

EQUAL OPPORTUNITY EMPLOYER

The City of Yorba Linda does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment. Any qualified individual with a disability must provide reasonable notice to the Human Resources Department prior to the final date of an examination. In compliance with the Immigration Reform and Control Act of 1986, all new employees hired by the City must verify identity and entitlement to work in the United States by providing required documentation.

DISASTER SERVICE WORKER

In accordance with Government Code Section 3100, City of Yorba Linda Employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

Agency

City of Yorba Linda

Address

4845 Casa Loma Ave

Yorba Linda, California, 92886

Phone

714-961-7100

Website

<https://www.yorbalindaca.gov>