



City of Poway Recreation Coordinator

SALARY	\$21.88 - \$26.59 Hourly \$45,504.58 - \$55,310.53 Annually	LOCATION	City of Poway, CA
JOB TYPE	Full time - regular	JOB NUMBER	24-22
DEPARTMENT	Community Services	OPENING DATE	04/19/2024
CLOSING DATE	5/5/2024 11:59 PM Pacific		

Definition

The current vacancy is at Community Park and will work in the City's intergenerational Mickey Cafagna Community Center. The Recreation Coordinator at Community Park is responsible for contract programs, park and facility operations, recreation programs and events, and working with staff and volunteers.

**WE ARE
HIRING!**

**RECREATION
COORDINATOR**

Minimum Qualifications:

- Two years of work experience in recreation or closely related programs.
- An Associate's Degree or equivalent education from an accredited educational institution.

Application Deadline:
Sunday, May 5, 2024

Apply Online:
www.governmentjobs.com/careers/poway

The person hired for the Recreation Coordinator position will receive the following:

- 7/1/2024 - 5% wage increase**
- 7/1/2025 - 5% wage increase**
- 7/1/2026 - 5% wage increase**

IMPORTANT INFORMATION: Applicants who rank among the top qualified candidates will be invited to first round interviews which are tentatively scheduled for Thursday, May 30, 2024. Second round interviews are tentatively scheduled for Thursday, June 6, 2024.

Plans, organizes, coordinates, and promotes community programs and large-scale events, as well as oversees all facility rentals and special events. Provides general administrative support including budgetary/finance responsibilities. Monitors department programs/events while continuing to provide customer service to the public and park patrons.

Receives general supervision from the Recreation Area Manager or assigned supervisor. Exercises technical and functional supervision and training over staff, contract instructors, and volunteers.

Key Responsibilities

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises, coordinates, and participates in the day-to-day operations of one or more recreation program and/or facility.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services, programs and facilities; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.
- Assists in the recruitment and selection of staff, volunteers and contract employees and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input to performance evaluations.
- Plans, schedules, prioritizes, and assigns recreation program work; communicates status of activities and services to appropriate personnel; instructs staff in work procedures.
- Trains employees and volunteers in work methods and relevant safety precautions.
- Determines and recommends equipment, materials, and staffing needs for assigned facilities, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of reports of work performance, expenditures, and revenues.
- Plans, supervises, coordinates, reviews, and evaluates one or more recreation program, activity, and/or system at one or multiple sites; participates in establishing schedules and methods for providing community and recreation services; recommends improvements or modifications.
- Acts as a representative to clients, local residents, school districts, community groups, private businesses, and others concerning questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services. When required, acts as a representative to State and County agencies.
- Works with community groups and residents in the development and coordination of programs; oversees and coordinates scheduling of activities, games, and events.
- Coordinates with vendors, sponsors, entertainers and community partners to plan various events.
- Participates in developing, monitoring, and tracking sponsorships and partner opportunities; develops sponsorship proposals; maintains contacts and negotiates with vendors.
- Develops and monitors contract agreements with service providers.
- Evaluates community recreation needs and interests; prepares community surveys; analyzes data and recommends new recreation programs or improvements to meet community needs.
- Prepares financial and statistical reports related to grants, program participation and analysis, expenditures, and revenues.
- Documents all incidents involving injury, behavioral problems, and/or any unusual events; communicates as appropriate to supervisor, parents, and others.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by state and local regulatory agencies.
- Travels to assigned program sites to monitor program activities.
- Participates in community service community events, including setting up and taking down equipment and materials and facilitating activities.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances.
- Develops and prepares brochures, flyers, newsletters, and other materials; maintains kiosk; updates websites as needed.

- Maintains accurate records of services and activities, including recreation schedules, program participation, revenues, expenditures, accidents, vandalism, and contract programs.
- Enforces recreational facility safety rules; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Administers basic first aid CPR as necessary.
- Maintains attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

Minimum Requirements/License or Certificates Required

Any combination of the following education and experience which demonstrates the ability to perform the duties of this classification.

Experience:

Two years of work experience in recreation or closely related programs.

Education/Training:

An Associate's Degree or equivalent education (i.e., minimum completed California units = 60 semester/ 90 quarter) from an accredited educational institution with major coursework in recreation or related field.

Licenses and Certifications:

- A valid class C driver's license.
- Within five months of appointment, as a condition of employment, satisfactory completion of First Aid and CPR/AED certificates are required.

Physical Demands

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

Environmental Elements

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids when rendering First Aid and CPR. Employees are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Working Conditions

May be required to work various shifts including early mornings, evenings, weekends, and holidays at a variety of City facilities.

Examination Process

An incomplete application and/or referencing your resume in lieu of answering any of the supplemental questions will be cause for disqualification from the recruitment process. Changes cannot be made to your application once it is submitted so please ensure that the information you provide is accurate and complete.

Applicants will be evaluated on the basis of relevant training and experience as presented in the application and supplemental questions. The following criteria will be used in the screening process: Writing Skills (grammar, spelling, punctuation) - suitable and appropriate for position; Work Experience - consistent, compatible and applicable for the

position; and Supplemental Questions - content is inclusive and congruent with the position. The process may include interviews and/or performance tests. Successful candidates will be placed on the eligibility list, which will be in effect for a period of six months. A background investigation including LIVESCAN fingerprinting, pre-employment physical that includes a drug screening and tuberculosis screening, reference checking, and verification of previous employment and education are required. Applicants will be required to submit verification of the legal right to work in the United States. The City of Poway participates in E-Verify. All employees are required by law to sign a loyalty oath to the United States and the State of California Constitution at time of hire.

Agency

City of Poway

Address

City of Poway
13325 Civic Center Drive
Poway, California, 92064

Phone

(858) 668-4440

Website

<https://poway.org/>

Recreation Coordinator Supplemental Questionnaire

*QUESTION 1

APPLICANT ACKNOWLEDGEMENT: The City of Poway's Human Resources Department uses email to notify applicants of important information relating to the status and processing of their employment application. As an applicant, you are hereby advised of the following: 1. It is your responsibility to ensure the email address you provide is current and readily accessible to you. 2. It is your responsibility to check your email to ensure that you do not miss any deadlines established as part of the recruitment process. 3. It is your responsibility to read all City emails carefully and follow instructions, if any. If you have any questions or experience any technical difficulties, you are encouraged to contact our office, (858) 668-4440, during the City's posted business hours, or NEOGOV customer support at (855) 524-5627 for assistance; however, you must do so prior to the passing of any established deadlines

I acknowledge that I have read, understand, and agree to the above.

*QUESTION 2

Your responses to the questions below will be used to determine your eligibility to advance in the recruitment. An incomplete application and/or referencing your resume in lieu of answering any of the supplemental questions will be cause for disqualification from the recruitment process. Changes cannot be made to your application once it is submitted so please ensure that the information you provide is accurate and complete.

I acknowledge that I have read, understand, and agree to the above.

*QUESTION 3

Do you have a valid class C driver's license with satisfactory driving record or the ability to arrange alternate and timely means of transportation in the performance of assigned duties?

Yes

No

*QUESTION 4

Briefly describe your professional recreation experience, including where the experience was gained and the title of your position. If you do not have professional recreation experience, please indicate "Not Applicable".

***QUESTION 5**

Briefly describe your professional experience soliciting, scheduling, and/or coordinating classes/camps led by contract instructors. If you do not have professional experience in this area, please indicate "Not Applicable".

***QUESTION 6**

Briefly describe your professional experience developing, planning, and/or coordinating teen programs. If you do not have professional experience in this area, please indicate "Not Applicable".

***QUESTION 7**

Briefly describe your experience motivating, training, and developing staff and/or volunteers. If you do not have professional experience in this area, please indicate "Not Applicable".

***QUESTION 8**

Briefly describe your professional experience working with online registration systems, including the name of the system. If you do not have professional experience in this area, please indicate "Not Applicable".

***QUESTION 9**

This position will be required to work a varied schedule including some day and some night shifts Monday through Friday and some weekends and holidays. Are you able to work this type of schedule?

Yes

No

* Required Question