



ISLA VISTA RECREATION AND PARK DISTRICT
961 Embarcadero Del Mar, Isla Vista, CA 93117
www.ivparks.org | (805) 968 – 2017

Job Description: Recreation Coordinator
FULL-TIME, NON-EXEMPT
PAY RANGE: \$29.50 - 37.65/hr.
BENEFITS ELIGIBLE

ABOUT ISLA VISTA RECREATION & PARK DISTRICT

Isla Vista Recreation & Park District (IVRPD) is an independent special district located in an unincorporated area of Santa Barbara County that serves approximately 27,000 people in the one-half square mile of Isla Vista near UC Santa Barbara. IVRPD's mission statement is to enhance, improve, and protect the quality of life in the community through the maintenance and improvement of parks, and the organization and administration of recreation programs. IVRPD maintains 25 parks and approximately 55 acres of open space, much of which is environmentally sensitive habitat area for wildlife and native plant species. IVRPD was founded in 1972 and follows an organic maintenance policy.

DEFINITION/GENERAL PURPOSE

Under the direction of the General Manager and/or Assistant General Manager, the Recreation Coordinator is responsible to implement, organize and coordinate Isla Vista Recreation & Park District's recreation programs.

DISTINGUISHING CHARACTERISTICS

This is a journey level position. This classification is directly responsible for the organization, planning and implementation of Recreation Programs as distinguished from the Recreation Assistant by the performance of the more routine tasks related to the organization, planning and implementation of Recreation Programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Manager, Assistant General Manager and/or Executive Secretary in the absence of the General Manager and/or Assistant General Manager. Exercise functional and technical supervision over the Assistant Recreation Coordinator, Recreation Specialist, Recreation Leaders, volunteers, contractors, and vendors for events.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Essential duties may include, but are not limited to, the following:

Administration of Recreation Programs, Community Events, and Community Gardens Program.

Monitor program to ensure compliance with laws, rules, and regulations related to recreation related services.



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ESSENTIAL DUTIES AND RESPONSIBILITIES

Support and expand recreational programming opportunities.

Monitor and ensure that all recreational programming related resources are maintained and in safe, usable condition.

Develop, plan and coordinate recreation programs, cultural and community events.

Work effectively with youth, teens, college students and adults.

Prepare written and verbal reports outlining programming needs and concerns for the General Manager and/or Assistant General Manager.

Manage Recreation Program budget, including purchase of program materials and supplies.

Supervise Assistant Recreation Coordinator, Recreation Specialist, Recreation Leaders, Work-Study interns, and volunteer employees.

Develop collaborative partnerships with local organizations, agencies, and student groups to help support and expand recreation programs and opportunities.

Prepare and give reports on program(s) to the Board of Directors and Recreation Committee.

Generate surveys and conduct community outreach to gather public input on recreational programming.

Research and identify potential funding sources such as local and state grants, and non-profit organizations.

Administration, coordination, and organization of community events.

Respond to public input concerning improvement and maintenance of park facilities.

Prepare reports and make recommendations concerning capital recreation improvements.

Works and communicates well with program participants of all ages.

Occasional nighttime, weekend, and holiday work for event coordination purposes including weeknight and weekend.

Perform recreation related duties as required.



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QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of recreational programs.
- Modern principles and practices of recreational program development and implementation.
- Methods for identifying community recreation needs.
- Pertinent Federal, State, and local laws, codes and safety regulations.
- Recent developments and sources of information related to recreation services, planning, and administration.

Ability to:

- Oversee, direct, and train staff and volunteers.
- Coordinate, direct, and implement recreation programs suited to the needs of the community.
- Elicit community and organizational support for recreation programs.
- Manage and administer recreation program budget.
- Create presentations for the Board of Directors and general public.
- Ability to effectively work with people having varied socio-economic standings.
- Promote recreation programs and events.
- Build partnerships with local agencies and organizations to support recreation program goals.
- Mitigate potential safety hazards.
- Understand and follow oral and written instructions.
- Meet deadlines in a timely manner.
- Communicate clearly and concisely, both orally and in writing.
- Communicate orally, both clearly and concisely in English and Spanish.



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Ability to:

Operate a bicycle safely.

Establish and maintain effective working relationships with those contacted in the course of work, including the general public and children.

EDUCATION, EXPERIENCE, AND TRAINING

Possession of a baccalaureate or higher academic degree in relevant subject.

Applicants must have a minimum of two years of experience in managing and administering recreation services and programming.

Bilingual in English and Spanish preferrable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid class "B" driver's is preferred. First Aid/CPR certificates required.

WORKING CONDITIONS

Environmental Conditions:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Physical Demands:

Must possess ability to work in a standard office setting and use of office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites. Although standing in work areas and walking between work areas may be required, including working in parks and during recreational events.

Must be able to meet the physical requirements for the position, including lifting and carrying up to 25 lbs, sitting and/or standing for extended periods of time, and repetitive keyboarding.

FLSA/Wage Classification: Non-Exempt

Job Type: Full-time

Pay: \$29.50 - 37.65/hr.

IMPORTANT APPLICANT INFORMATION



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IVRPD provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, IVRPD complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

IVRPD expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of IVRPD's employees to perform their job duties may result in discipline up to and including termination.

IVRPD RESERVES THE RIGHT TO MODIFY OR REVOKE, WITHOUT NOTICE, ANY OR ALL OF THE PROVISIONS OF THIS BULLETIN PRIOR TO THE TIME OF APPOINTMENT, AND TO WAIVE ANY NON-SUBSTANTIVE JOB REQUIREMENT AND MAKE SUBJECTIVE DECISIONS INTERPRETING AND ASSESSING THE SKILLS AND QUALIFICATIONS OF ANY CANDIDATE, INCLUDING THE DETERMINATION THAT NONE OF THE CANDIDATES, EVEN THOSE WHO MEET THE MINIMUM QUALIFICATIONS, ARE APPROPRIATE FOR THE POSITION.