

# CITY OF BURBANK

## Employment Opportunity

### RECREATION COORDINATOR

OPEN COMPETITIVE RECRUITMENT- Open to all qualified candidates.

**SUPPLEMENTAL QUESTIONNAIRE MUST BE SUBMITTED IN ADDITION TO CITY OF BURBANK APPLICATION**

**LAST DATE TO APPLY ONLINE AT [WWW.BURBANKCA.GOV/JOBS](http://WWW.BURBANKCA.GOV/JOBS): FRIDAY, OCTOBER 25, 2024 BY 5:00 P.M. PST**

**SALARY:** \$4,742 - \$6,537/Mo (\$27.36 - \$37.71/Hr) - (PERS determines whether an employee is a Classic or New PERS member;

**DEFINITION OF THE POSITION:**

Under direction, coordinates, organizes, and conducts a variety of recreational, cultural, and community service programs, including, but not limited to, day camps, aquatics, youth, seniors, sports, teens, classes, cultural arts, special events, child care and nature programs; develops and plans program activities, services, and registrations; coordinates contractual services; and perform related work as required.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

Under direction, plans, organizes, publicizes, coordinates, and conducts a comprehensive offering of recreation classes and community events; handles multiple tasks and assignments; assists with facility maintenance, programming, and monitoring of facility use; ensures necessary precautions are taken for the safety of participants and spectators; assists in the development and evaluation of programs and services; interviews, assesses, trains, supervises, and evaluates employees; may provide feedback on the services provided by contractors and volunteers; assists with staff meetings and in-service training; coordinates registration, fee collection, and record keeping; acts as liaison with school district and other agencies; prepares and presents written and oral reports as requested; designs, evaluates, and recommends additions or modifications to programs or activities; determines facility equipment, scheduling, and staffing requirements of programs and events; may administer operational and program budgets; enforces policies and procedures; renders routine first aid when needed; operates general office equipment including personal computers; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

**MINIMUM QUALIFICATIONS FOR THE POSITION:**

**EMPLOYMENT STANDARDS:** Knowledge of recreation and leadership techniques; the principles and practices of sound personnel management and supervision; spelling, grammar, and punctuation. Skill in operating computers and related software. Ability to lead and train others; evaluate and coordinate numerous programs; motivate and guide staff; understand community needs; understand and implement written and oral instructions; maintain records; communicate effectively orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, contractors, and the public.

**EDUCATION/TRAINING:** Graduation from an accredited college or university with a bachelor's degree in Recreation, Physical Education, Social Science, Public Administration, Leisure Studies, or a related field and two years of paid leadership experience in a recreational, cultural, social, or community services program. NOTE: A degree is preferred. However, additional paid leadership experience may be substituted for the required education on a year-for-year basis for a maximum of two years. A Master's Degree in Recreation, Physical Education, Social Science, Public Administration, Leisure Studies, or a related field may be substituted for one year of the required paid leadership experience.

**LICENSE & CERTIFICATES:** A valid California Class "C" driver's license or equivalent at time of appointment. Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services Department, within six months of appointment.

**DESIRABLE QUALIFICATIONS:** Basic computer skills, and ability to communicate in a second language.

**THE COMPETITION FOR THE POSITION:**

Applications will be reviewed. Admission to competitive examination may be limited to those whose applications show the best combination of qualifications in relation to the requirements and duties of the position. Any part of the examination process may be qualifying only.

**IF YOU HAVE A DISABILITY AND NEED AN ACCOMMODATION WITH SUBMITTING YOUR EMPLOYMENT APPLICATION ONLINE PLEASE CONTACT HUMAN RESOURCES AT (818) 238-5031.**

**THE SELECTION PROCEDURE MAY REQUIRE ANY COMBINATION OF THE FOLLOWING: A WRITTEN EXAMINATION, A PERFORMANCE EVALUATION, OR AN ORAL INTERVIEW. IF YOU HAVE A DISABILITY, WHICH MAY REQUIRE AN ACCOMMODATION IN ANY OF THESE SELECTION PROCEDURES, PLEASE NOTIFY THE HUMAN RESOURCES DIVISION IN WRITING BY THE LAST DATE TO APPLY ON THIS BULLETIN.**

JOB CODE: 240720B1

ISSUED: SEPTEMBER 27, 2024