



Conejo Recreation & Park District

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EMPLOYMENT OPPORTUNITY

RECREATION COORDINATOR

Conejo Community Center (includes summer day camps)

Open / Promotional (one full-time position)

Salary Range (5 steps): \$6,391 - \$7,767/month

Final Filing Date: Sunday, December 1, 2024, 11:59 p.m.

Submit a cover letter and resume online with the application

Apply online: www.crpd.org/hr (Follow link to CalOpps)

Under general supervision, assists in organizing, leading and conducting recreational programs and provides highly responsible and technical professional staff assistance in developing and conducting specialized recreational programs; and performs other duties as assigned.

Essential Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns, supervises and participates in a recreation unit of the District typically consisting of part-time employees; organizes and conducts programs in program areas such as fine and performing arts, sports, outdoor activities, therapeutics and inclusion; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff; establishes performance requirements; regularly monitors, evaluates and addresses performance.
- Contributes to the development of and monitors performance against the program budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Identifies, contacts, selects and prepares documents for contract instructors; provides first-level approval and processes contract invoices.
- Prepares written public correspondence, speaks to school and community groups and promotes participation in scheduled activities through marketing plans and outreach efforts.
- Instructs participants in various athletic and recreational activities.
- Coordinates and participates in equipment and vendor selection, physical setup for special activities and the issuing and collecting of materials.
- Assists supervisor with the research, development, enhancement and implementation of new and existing services and programming; assists in monitoring program effectiveness.
- Prepares and maintains a variety of records and reports on participation, equipment and facility use.

Other Duties and Responsibilities

- May be required to drive a District or personal vehicle.
- May coordinate activities and meetings of the Community Advisory Council.
- Exempt employees may be required to work nights and weekends.
- Participates during disasters or when emergency response is needed.
- Performs other related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Recreation Coordinator continued . . .

Education/Experience: A typical way to obtain the knowledge and abilities would be: a bachelor's degree with emphasis in recreation or a closely related field; and two years of group recreational activity leadership experience including supervisory, public relations or marketing skills; or an equivalent combination of education and experience.

As assigned to Therapeutic Recreation Unit, preferred degree in Therapeutic Recreation and/or two years of experience working with individuals with developmental disabilities, preferably with ABA (Applied Behavior Analysis); and the ability to learn/implement applicable laws and inclusion methods and practices. Knowledge of principles and techniques pertaining to the specialized program activities and program marketing and evaluation methods; or an equivalent combination of education and experience.

Language Ability: Ability to read, analyze and interpret documents in area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence and procedure manuals. Ability to communicate effectively in written and oral form. Ability to present information and respond to questions. Ability to speak Spanish is desirable.

Math Ability: Ability to calculate figures and amounts such as percentages and costs. Ability to determine cost of contractors and provide budget input.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions provided in written or oral form. Ability to exercise a high degree of independent judgment.

Certificates and Licenses:

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance.
- Therapeutics program requires a California Commercial Class C Driver License within six months of employment.
- Aquatics program requires a Certified Pool Operator's certification or Aquatic Facility Operator's certification within six months of employment as well as Lifeguard training, American Red Cross Lifeguard Instructor Trainer and American Red Cross Water Safety instructor certificates.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.
- Proof of negative TB skin test.

Supervisory Responsibilities: Typically supervises part-time employees in the recreation department, including performance evaluations. The number of part-time employees supervised varies depending on unit assignment.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a community center or office environment subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The noise level is usually moderate. The employee frequently works in outdoor weather conditions exposed to extreme heat or cold; and where the noise level may be loud. Exposure to hazardous conditions in the environment will vary depending on unit assigned. The employee may work nights and weekends.

If assigned to the Sports/Aquatics or Therapeutics Unit, the employee is regularly exposed to wet or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock.

Physical Demands: The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk and sit; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee is frequently required to lift, push, or pull up to 25 pounds and occasionally up to 50 pounds. The physical demands will vary depending on unit assignment. The vision requirements include close and distance vision.

Selection Process

Apply online at: www.crpdpd.org/jobs (follow link to www.calopps.org, Member Agency: Conejo Recreation & Park District)
Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Cover letters and resumes must be submitted online as attachments with the fully completed application. Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

Tentative Schedule: Appraisal interviews week of December 9th

All applicants will receive a written response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

Position subject to pre-employment physical and Tuberculosis clearance