

Job Announcement

POSITION: RECREATION COORDINATOR

FINAL FILING DATE: May 21, 2025

**DESIGNATION:** Full-time

**HOURS:** 40 hours a week

**SALARY:** $4,129 - $5,270/mo. or $49,548 - $63,237/yr. DOE

**BENEFITS: Health**

Full Employee & 75% Dependents

Choice of Kaiser, Western Health Advantage or Sutter Health

Delta Dental - District pays 100% of Employee and Dependents

Life Insurance - Up to $18,000 paid by District for this position.

**Vacation**

Vacation is accrued as follows:

Start to 3 years = 12 days per year

4-9 years = 15 days per year

10+ years = 18 days per year

**Holidays**

The District observes 13 paid holidays per year, 2 - one half day paid holidays and 1 personal day per year

**Retirement**

The District participates in Social Security and the County of Sacramento’s Retirement Plan (SCERS)

Membership in the Sacramento County Retirement System (SCERS) (2% @ 55 1/2) for legacy members (hired prior to 1/1/2013). Reciprocity with Public Employees Retirement System (PERS). New members (hired on or after 1/1/2013 without reciprocity) (1% at age 52 increasing to 2.5% at age 67)

Further details on the compensation and benefits package can be obtained from the Orangevale Recreation & Park District.

**RECREATION COORDINATOR**

**DESCRIPTION:** Under the direction of the Recreation Supervisor II / Recreation Manager, the Recreation Coordinator: plans, coordinates, and implements assigned recreation programs, classes, and special events; Is responsible for the recruiting, training, scheduling, evaluation and supervision of part-time and seasonal Recreation Department staff members; Provides excellent internal and external customer service.

# ESSENTIAL FUNCTIONS STATEMENT: Essential functions and duties may include, but are not limited to the following:

* Promotes, plans, organizes, implements, and evaluates recreational and enrichment programs at District sites, schools, and partnering recreation facilities
* Coordinates daily operations of all assigned recreational and enrichment programs
* Recruits, hires, trains, instructs, schedules, and evaluates the performance of part-time Recreation Department personnel and program volunteers
* Reviews and approves timecards for part-time recreation staff
* Prepares, organizes, and encourages participation in assigned programs and competitive sports leagues
* Recommends, requests and inventories supplies and equipment for Recreation Department
* Maintains an awareness of community needs for special programs and activities
* Prepares program related reports as requested by the Recreation Supervisor II / Recreation Manager
* Maintains all records, and completes other written work as related to the job
* Inspects program operation at each site or center
* Assists with the implementation, tracking, and reporting of Recreation Department’s budget
* Attends and conducts meetings, training, and conferences applicable to Recreation Department
* Assists in promoting, marketing, and outreach for the District via social media, and website maintenance; assists with marketing and outreach via printed materials including the Activity Guide
* Assists with the supervision of facility scheduling for District recreation programs, community organizations, and individuals using District facilities

# QUALIFICATIONS:

Knowledge of:

* Principles of supervision, training, and performance evaluation
* How to communicate clearly, concisely, and effectively, both orally and in writing
* Management practices, customer service, planning, policy, and program coordination
* Use of office equipment, including personal computers
* Safety practices for program participants and staff in assigned areas
* Basic psychology, techniques, and methodology of organizing groups in a recreational setting; skills in training procedures; thorough knowledge of various special recreational programs; ability to work harmoniously and cooperatively with fellow employees and the public; ability to train and certify personnel

Ability to:

* Make effective presentations to the public, District staff, and community partners, etc.
* Work independently with little direction to meet deadlines.
* Exercise tact and sound judgement when working with the community and other staff.

# EDUCATION AND EXPERIENCE:

# Required:

* Possession of Standard First Aid and CPR certification
* Two years of paid work experience in organized recreation or other related field
* Computer experience is necessary

# Highly Desirable:

* Graduation from a college or university with a four-year degree in recreation, sports or business administration or other related field
* One-year equivalent staff supervisory experience

# SPECIAL REQUIREMENTS:

* Possession of a valid California Driver’s License and good safe driving record and proof of insurability is required
* Successful candidates for employment will be required to undergo a medical examination and drug screening administered by a County of Sacramento Health Services Department doctor, who will make a recommendation to the District regarding the candidate’s fitness and ability to perform the essential functions of the position
* Passing the physical examination and drug screening is a pre-requisite for employment

# PHYSICAL REQUIREMENTS:

* Essential functions may require maintaining physical condition necessary for moderate lifting, bending, stooping, and sitting for long periods of time at a workstation
* May at times require physical exertion in connection with athletic activities or carrying/lifting equipment or supplies weighing up to 50 pounds
* Many essential duties of this job are performed in an outdoor environment with exposure to varying climate and temperature conditions including exposure to sunlight, standing and walking on uneven surfaces, continuous contact with patrons, and exposure to loud noises.
* Many essential Duties require the ability to talk, hear, see distance and up close and use fingers and hands in dexterous capacity.

**APPLICATION/SELECTION PROCEDURE**

Applications may be obtained from the Orangevale Recreation & Park District, 6826 Hazel Avenue, Orangevale, CA, 95662, or by calling (916) 988-4373, or on the District web site at OVparks.com. Please send BOTH completed District Application and Resume to [Jason@ovparks.com](mailto:Jason@ovparks.com), or deliver to: Jason Bain Recreation Supervisor II / 6826 Hazel Avenue / Orangevale, CA, 95662. The application process will close at 5:00pm on Wednesday, May 21, 2025. (Note: resumes alone will not be accepted in lieu of the District’s official application form).

All applications will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. Those applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the application process. First-round interviews will take place on Thursday, May 29, 2025.

**Equal Opportunity Employer**

Orangevale Recreation and Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Orangevale Recreation and Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

Revised 4/25