



City of Aliso Viejo Recreation Specialist

SALARY	\$23.37 - \$32.13 Hourly	LOCATION	CA 92656, CA
JOB TYPE	Part Time	JOB NUMBER	2026-04
DEPARTMENT	Recreation & Community Services	OPENING DATE	03/26/2026
CLOSING DATE	4/30/2026 5:00 PM Pacific		

Description

GENERAL PURPOSE:

Under general direction, plans, organizes, promotes, implements, and supervises a defined core recreation and community services program at an assigned community center and/or within the City; and performs related work as assigned. This position will be responsible for special events, facility reservations, and facility operation; and may perform responsibilities in contract classes, senior programs, and summer camps as needed.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Recreation Coordinator and/or Recreation & Community Services Supervisor. May exercise direct supervision over part-time senior recreation leaders, recreation leaders, seasonal employees, and volunteer staff.

DISTINGUISHING CHARACTERISTICS:

Under general supervision assists with the supervision of non-regular staff; performs a wide variety of duties related to the organization, coordination and supervision of a major function, activity or phase of Recreation & Community Services Department programs and performs related work as required.

Examples of Duties

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.

1. Plan, organize, supervise, promote, deliver and evaluate a defined community services program or service.
2. May coordinate and supervise operations of a multi-use City facility including scheduling programs, contract classes, user groups, facility operations and facility rentals.
3. Participate in the planning and coordination of City special events.
4. Identifies set-up and equipment needs, coordinates requests, determines staff and volunteer requirements, and reports on condition of facility, participation, and registration.
5. Provide direction to part-time staff and volunteers. Supervise volunteers and facility during events and/or programs.
6. Assist in the preparation and monitoring of program budget(s) and program goals.

7. Assist in and recommend purchase of equipment and supplies for assigned program.
8. Maintain equipment and inventory records.
9. Develop, implement, and maintain systems dealing with fee and donation collection and record keeping.
10. Learn department and City policies and procedures.
11. Perform a variety of general administrative duties such as compiling program statistics and preparing records, reports, and correspondence.
12. Utilizes registration software to collect fees, book reservations, and maintain schedule of activities.
13. Prepare, coordinate, and distribute program and publicity information (flyers, press releases, calendars).
14. Provide information and assist the general public.
15. Prepare and present written and oral reports as required.
16. Operate a variety of office equipment and machinery with accuracy and skill, including photocopiers, facsimile machines, and computers.

Minimum Qualifications

Knowledge of:

- Basic recreation and community services philosophies and concepts.
- Principles of public relations and marketing.
- Recreational, cultural, and social activities for children, adults and seniors.
- Special event planning.
- Facility management and reservation administration.
- Volunteer and program management.
- Modern office methods and procedures including registration software.
- Business letter writing and basic report preparation techniques.
- Principles and procedures of record keeping.
- English language usage, spelling, grammar, and punctuation.
- Spanish language usage is desirable.
- Successful completion of CPR and first aid training.

Ability to:

- Plan, organize, supervise, promote and deliver a defined recreation and community services program or service.
- Evaluate programs, identify problem areas, recommend and implement solutions.
- Develop and maintain schedules, records and reports.
- Work with minimal supervision and function as a productive member of a team.
- Organize assignments and adapt to changing priorities.
- Understand and adhere to stated oral and written instructions, communications, procedures, rules, and regulation.
- Operate and use modern office equipment, including registration software; Communicate clearly and concisely, both orally and in writing.
- Follow directions from a coordinator, supervisor, and/or manager.
- Accept constructive feedback.
- Establish and maintain cooperative working relationships with staff, supervisors, management, contractors, vendors, community groups, volunteers, and other parties contact in the course of work.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Experience: Two years of experience in recreation and community service programs and one year working directly with a public recreation agency or program. Experience in facility management, facility rentals, and special events is strongly desired.

Education: Completion of two years of college level course work in recreation, education, or a related field.

Any combination of experience and training that would provide the required knowledge, skills, and abilities is considered qualifying.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. First Aid and CPR certificates recognized by the American Red Cross, or similar agency or ability to obtain within first six months of employment.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The position requires constant sitting and occasional walking and standing; the employee talks and hears, both in person and by telephone. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee uses hands to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee bends, stoops, or squats to access, place and retrieve files, supplies and records, and reaches, lifts, and move records and documents weighing up to 20 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet intensive and changing deadlines and interact with City Officials, City Staff, customers and the public.

Employer

City of Aliso Viejo

Address

12 Journey, Suite 100
Suite 100
Aliso Viejo, California, 92656

Phone

949-425-2518

Website

<https://www.governmentjobs.com/careers/cityofaliso Viejo>

Recreation Specialist Supplemental Questionnaire

*QUESTION 1

You must be at least 18 years old at the time of hire. Do you meet this requirement?

- Yes
- No

*QUESTION 2

This position requires a valid California Drivers License. Out of state drivers licenses DO NOT meet this requirement.

Do you have the ability to meet this requirement at the time of hire?

- Yes
- No

*QUESTION 3

Do you understand this is a part time position, working up to 20 hours per week, including evenings and weekends?

- Yes
- No

* Required Question