

Desert Recreation District

AFTERSCHOOL RECREATION COORDINATOR

Join Desert Recreation District and make a difference! The Afterschool Recreation Coordinator plans, organizes, schedules, and supervises staff responsible for the direct delivery of afterschool programs that support youth development and enrichment in a safe, positive environment for children.

This supervisory role is responsible for coordinating multiple after-school programs and overseeing after school operations. This position ensures that educational and recreational programs, services, and activities are well-structured, inclusive, and aligned with after-school needs. Must have the ability to work in a fast-paced environment and manage time effectively.

The ideal candidate is organized, adaptable, and able to manage multiple priorities in a fast-paced environment. Strong leadership, communication, and collaboration skills are essential.

If you are passionate about youth development, enjoy leading teams, and want to help create meaningful after-school experiences for children, this could be a great opportunity for you.



OUR TEAM

DRD is governed by a five-member elected Board of Directors that set policy and strategic direction. Board members are elected by residents and serve a term of four years. DRD's General Manager reports to the Board of Directors and oversees the organization. Team members include full-time and part-time staff, class instructors and volunteers.

THE ORGANIZATION

Desert Recreation District (DRD) was created in 1950 and is the largest recreation and park district in the state of California. Covering more than 1,887 square miles, DRD is responsible for over 30 recreational facilities throughout the Coachella Valley that include community and fitness centers, sports fields, swimming pools, a golf course and driving range, and various parks and open spaces.

DRD serves more than 432,000 residents in the incorporated communities of Palm Desert, La Quinta, Indio, Indian Wells, Rancho Mirage and Coachella, and the unincorporated communities of Thousand Palms, Bermuda Dunes, Indio Hills, Mecca, Thermal, Oasis, Vista Santa Rosa, 100 Palms, and North Shore.

THE IDEAL CANDIDATE

Position requirements include the following:

- Three (3) years of increasingly responsible experience planning, developing, implementing comprehensive after-school recreational or community service programs including two (2) years in a lead capacity, and;
- Equivalent to an Associate degree from an accredited college with major coursework in recreation, education, public administration, or a related field. A bachelor's degree in a relevant field is preferred.
- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of valid certifications in First Aid, cardiopulmonary resuscitation (CPR) and Automatic External Defibrillator (AED) for adult, child and infant, to be maintained throughout employment.
- When Assigned to the Expanded Learning/ASES Program: Possession of a valid Paraeducator certification, to be maintained throughout employment.

(Over)



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COMPENSATION AND BENEFITS

Our agency does not participate in CalPERS retirement system.

For more information about DRD benefits, visit:

<http://myrecreationdistrict.com/employment-opportunities>

Salary range for this position is \$71,872.26 – \$89,758.61 annually.

HEALTH & WELFARE BENEFITS

DRD contributes a maximum of \$1,200 per month towards the medical, dental, and vision plans of full-time team members and their qualified dependents (choice of HMO and PPO). DRD also pays 100% of the monthly premium costs for full-time team members for:

- Basic Life (1x annual salary up to \$150,000)
- Accidental Death & Dismemberment (1x annual salary)
- Long Term Disability (60% of salary)

TIME OFF BENEFITS

- Holidays: 13 paid + 3 floating holidays annually
- Sick Leave: 12 paid sick days annually
- Vacation: 2 to 4 weeks, based on length of service
- Management Leave: 80 hours annually



FINANCIAL BENEFITS

- 7.5% Employer Paid Defined Contribution Retirement Plan
- Voluntary Deferred Compensation Program with a matching contribution up to 2.5%
- Flexible Spending Accounts – Health & Dependent Care

WORK/LIFE BENEFITS

- District Discounts
- Employee Assistance Program
- Team Member Referral Program

APPLICATION PROCESS

To be considered for this rewarding position, candidates are required to complete a Desert Recreation District application at <https://www.myrecreationdistrict.com/employment-opportunities>.

For inquiries about the position, please email HR@drd.us.com.

This recruitment will remain open until sufficient qualified applications are received.

EVALUATION

Application materials will be reviewed and evaluated. Candidates who demonstrate the experience, skills, education, and abilities required will continue through the recruitment process.

INTERVIEW

Qualified candidates deemed to possess the skills to succeed in the position will be invited for interviews.

Disclaimer: The District reserves the right to close this posting at any time. The District is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment programs and facilities. Women, minorities, and disabled individuals are encouraged to apply. The final candidate must pass pre-employment background check, physical examination, and drug screen and other required screenings.



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