



Job Announcement

ISLA VISTA RECREATION AND PARK DISTRICT

ASSISTANT RECREATION COORDINATOR

Accepting application until the position is filled.
Part Time position limited to 20 hours a week.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties within the job.

Definition

Under the direction of the Recreation Coordinator, the Assistant Recreation Coordinator is responsible for assisting with the implementation, organization, and coordination of Isla Vista Recreation Programs.

Distinguishing Characteristics

This is an entry-level position. This position is distinguished from the position of Recreation Coordinator by the performance of the more routine tasks related to the organization, planning, and implementation of Recreation Programs.

Supervision Received & Exercised

Receives direction from the Recreation Coordinator, Assistant General Manager and/or General Manager. Exercises functional and technical supervision over Work-Study employees, interns, volunteers, contractors and vendors for events.

Experience/Education

Two years of responsible experience in recreation services and programming. Related coursework in recreation administration, physical education, or a related field.

License or Certificate

Possession of, or ability to obtain, and appropriate, valid class "C" driver's license and a CPR certificate. Class B driver license is desirable

For first consideration please submit an application and resume by Monday, April 15th, 2019 5:00 p.m.
Compensation: DOE

How to Apply: Applicants must fill out an application which may be downloaded at www.ivparks.org. You may also view the complete job description online. Return the completed application with attached resumes to:

In person, or via US mail to Isla Vista Recreation and Park District 961 Embarcadero Del Mar, Isla Vista, CA 93117