



ISLA VISTA RECREATION AND PARK DISTRICT  
961 Embarcadero Del Mar, Isla Vista, CA 93117  
[www.ivparks.org](http://www.ivparks.org) | (805) 968 – 2017

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**Assistant Recreation Coordinator: Job Description**  
**Part-Time, Open Until Filled, (1) position available**  
**Pay Range: \$20.50**

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 Recreation Coordinator by the performance of the more routine tasks related to the organization, planning and implementation of Recreation Programs.

**Supervision Received and 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.

**Essential Functions Statement** - Essential duties may include, but are not limited to, the following:

1. Administration of recreation programs.
2. Monitoring program to ensure compliance with laws, rules and regulations related to recreation related services.
3. Maintaining safe recreation area(s) and program(s).
4. Coordinate activities calendar.
5. Communicate concerns and needs of program(s).
6. Manage records, purchasing, and supplies of program.
7. Supervise Work-Study, intern, and volunteer employees involved with recreation programs.
8. Supervise the issuance, use, care, and maintenance of recreational supplies and equipment.
9. Prepare and give reports on program(s).
10. Development of new recreation programming including identifying and contacting



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potential sources of funding.

11. Administration, coordination, and organization of sponsored and co-sponsored festivals.
12. Prepare and give reports on financial and staff requirements of sponsoring and cosponsoring festivals.
13. Soliciting, considering, and responding to public input regarding recreation facilities improvements.
14. Prepare reports and make recommendations concerning capital recreation improvements.
15. Perform recreation related duties as required

**Minimum Qualifications:**

Education: Graduation from high school or G.E.D equivalent.

Training and Experience:

- Experience delivering recreation, cultural or athletic instructions/programs.
- Volunteer participation and/or coordination.
- General interest in the Recreation field.
- Bilingual (English/Spanish) required. Fingerprinting and TB clearance required as a condition of employment.

License: A valid California Class “C” driver’s license and an acceptable driving record will be required at the time of employment. First Aid and CPR certification desired but not required.

Ability to:

- Use a personal computer for electronic mail communication and to enter and retrieve data related to work and hours worked.
- Communicate clearly and concisely, both orally and in writing.
- Ability to work extended hours, including nights, weekends, and holidays.
- Observe and effectively mitigate safety hazards.
- Understand and follow oral and written instructions.
- Operate a bicycle safely.



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- Establish and maintain effective working relationships with those contacted in the course of work.
- Operating assigned maintenance equipment including District vehicles.
- Work outside in inclement weather.
- Exercise discretion and professionalism concerning the privacy rights of volunteers and program participants.

#### **Physical Demands and Working Conditions**

While performing the duties of this classification, the employee may be required to squat, stand, or sit for long periods of time. Employee may be asked to lift up to 50 pounds.

#### **Work Schedule**

Tuesdays - Fridays, 2:30pm – 6:00pm and Saturday, 9am – 2pm up to 22 hours per week. Hours may vary. The employee must be available to work on Saturdays to support youth and community event programs, in addition to occasional Sundays and Mondays as deemed necessary by IVRPD Management.

#### **IMPORTANT APPLICANT INFORMATION**

IVRPD provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, IVRPD complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. IVRPD expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of IVRPD's employees to perform their job duties may result in discipline up to and including termination.

IVRPD RESERVES THE RIGHT TO MODIFY OR REVOKE, WITHOUT NOTICE, ANY OR ALL OF THE PROVISIONS OF THIS BULLETIN PRIOR TO THE TIME OF APPOINTMENT, AND TO

WAIVE ANY NON-SUBSTANTIVE JOB REQUIREMENT AND MAKE SUBJECTIVE DECISIONS INTERPRETING AND ASSESSING THE SKILLS AND QUALIFICATIONS OF ANY CANDIDATE,



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INCLUDING THE DETERMINATION THAT NONE OF THE CANDIDATES, EVEN THOSE WHO MEET THE MINIMUM QUALIFICATIONS, ARE APPROPRIATE FOR THE POSITION.