

Job Opening: Assistant Recreation Coordinator

The Isla Vista Recreation and Park District (IVRPD) has an opening for a part-time (up to 29 hours) or a fulltime position (for the right candidate) Assistant Recreation Coordinator. High consideration will be given to an applicant who is bilingual (English/Spanish). Job includes possible advancement to a fully benefitted, full time Rec. Coordinator position in January 2019. The ability to drive a 15 passenger van and a valid California Class B driver's license with passenger endorsement will be required for this position (If the person hired for this position acquires the Class B license specifically for this position, s/he will be reimbursed the \$70 DMV cost to obtain the license after one year of successful employment.)

Please note that a flexible schedule is required.

Job duties include: (this list is not meant to be all-inclusive)

- Running an afternoon drop-in recreation program for disadvantaged youth.
- Assisting with various programs and walking fieldtrips.
- Driving and assisting with the supervision of elementary school children during Saturday fieldtrips (1 or 2 Saturdays per month).
- Driving and leading activities for 8 to 15 year olds during a summer camping trip to Sequoia National Park or Lopez Lake & Mustang Waterpark (4-5 day trip).
- Picking up food for food distributions to low income families (once a month).
- Researching potential recreation and cultural programming expansion opportunities to include adult programming.
- Assisting the Recreation Coordinator with other related duties as assigned.

Pay range is \$20 to \$26 per hour DOE

The ideal candidate will have a background in administration and several years of experience working with children in a recreational setting. Grant writing and/or teaching experience is a plus.

Please submit your resume and the IVRPD job application to:

Isla Vista Recreation and Park District, 961 Embarcadero Del Mar, Goleta, CA 93117.

The required application and a full job description may be found at: www.ivparks.org

**ISLA VISTA RECREATION AND PARK DISTRICT
ASSISTANT RECREATION COORDINATOR**

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:

Essential Functions:

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 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 co-sponsoring 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

QUALIFICATIONS

Knowledge of:

1. Operations, services, and activities of recreational programs.
2. Modern principles and practices of recreational program development and implementation.
3. Pertinent Federal, State, and local laws, codes and safety regulations.
4. Recent developments, current literature, and sources of information related to recreation services, planning, and administration.

Ability to:

1. Oversee, direct, and train lower level staff and volunteers.
2. Coordinate, direct, and implement recreation programs suited to the needs of the community.
3. Elicit community and organizational support for recreation programs.
4. Learn appropriate computer skills to fulfill the essential functions of the position.
5. Observe safety hazards and to react accordingly.
6. Understand and follow oral and written instructions.
7. Communicate clearly and concisely, both orally and in writing.
8. Operate a bicycle safely.
9. Establish and maintain effective working relationships with those contacted in the course of work, including the general public.
10. Work and communicate well with children of all ages.
11. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- A. Walking and standing for extended periods of time
 - B. Operating assigned maintenance equipment
12. Maintain effective audio-visual discrimination and perception needed for:
- A. Making observations
 - B. Communicating with others
 - C. Operating assigned maintenance equipment and vehicles.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

Two years of responsible experience in recreation services and programming.

Training:

Related course work in recreation administration, physical education, or a related field.

License or Certificate:

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

WORKING CONDITIONS

Environmental Conditions:

Office/field environment; exposure to inclement weather conditions, work closely with others

Physical Conditions:

Positions in this class require frequent lifting/carrying objects weighing up to 25 pounds, and occasionally weighing up to 50 pounds, stooping, kneeling, crouching and crawling to work close to the ground; handling and reaching, using tools and equipment. Ability to remain free from infection of Tuberculosis.

CAREER PATH

Assistant Recreation Coordinator
Recreation Coordinator
Assistant General Manager
General Manager