

POSITION: RECREATION & AQUATICS COORDINATOR

FINAL FILING DATE: Open until filled

DESIGNATION: Full Time

PAY SCALE: \$17.15 - \$21.88/ per hour

BENEFITS: Holidays: 12 paid/year + 1 Floating

Sick: 12 days year

Vacation: 12 days year

Dental and Health Insurance

Retirement Plan

DESCRIPTION:

Under direction and supervision of the District Manager, the Recreation and Aquatics Coordinator will develop, manage, and evaluate comprehensive recreational and aquatic programs for the Arden-Arcade community for Youth Sports, Special Interest Classes, Special Events, Day Camps, and Afterschool Programs. This position will supervise part time staff and volunteers and will develop partnerships with nonprofit organizations and community groups to provide a variety of programs that enhance community safety, health, and wellness. The Recreation and Aquatics Coordinator will be committed to professional development for all recreation staff and perform related duties as required.

EXAMPLES OF DUTIES:

- Plan, organize, coordinate, and direct a variety of assigned recreation and aquatic activities.
- Recruit, train, supervise, direct, and evaluate the work of part-time employees including: Recreation Leaders, Lifeguards, Cashiers, and Instructors.
- Mentor Junior Counselors and Volunteers.
- Provide field and site preparation for recreation and aquatic activities.
- Coordinate and directly conduct seasonal sports and recreation programs.
- Monitor and prepare reports regarding program participant attendance including revenue and expenditures.
- Maintain online program registration and content and assist in the marketing and distribution of program information.
- Purchase and maintain supplies for activities.
- Develop and maintain collaborative relationships with all program stakeholders.
- Organize special events.
- Evaluate program activities and prepares proposals for future programming.
- Ensure compliance with all District policies and procedures including safety, supervision, and emergency response.
- Assist the District Manager in budget preparation of assigned program activities.
- Develop, prepare and monitor departmental budgets, plans, records, and reports.
- Respond to public inquiries, suggestions, and complaints. Provide a variety of general information to the public regarding parks and recreation operations and programs; respond to questions, resolve complaints, and survey patrons as needed.
- Establish, schedule, and manage use of facilities for daily programs as well as group and facility rentals, organized private gatherings, and special user groups.
- Coordinate, plan, develop, implement and evaluate comprehensive community aquatic and recreation programs including instruction (Swim Lessons, Swim Team, Before and Afterschool Program), recreation and special events.

- Meet with, and organize, advisory boards who make recommendations for improvements on programs.
- Perform computer work to include desktop publishing for procedures, word processing, and computer registration.
- Ensure buildings and equipment are kept cleaned and maintained to standards.
- Perform other duties as assigned.

PREFERRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Ability to organize and direct the work of subordinate employees.
- Ability to communicate effectively both verbally and in writing.
- Knowledge of Microsoft office, Recreation Registration Software, and scheduling systems.
- Ability to compile reports, maintain records, and develop plans relating to pool operations.
- Communicate with community members to determine their needs and interests.
- Research sport and recreation programs, funding sources, and project requirements.
- Access funding and prepare funding proposals.
- Ensure a variety of sport, recreation and cultural programs.
- Ensure recreation information is available.
- Evaluate the effectiveness of programs and identify areas where new programs are needed.

WORK ENVIRONMENT:

- The Recreation and Aquatics Coordinator is expected to supervise, oversee, and monitor recreational, leisure and sporting events in all weather conditions.
- Expected to lift, carry, and manage equipment and supplies and participate in and train others in the rules of the activity.
- Required to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off-hour activities including weekends.
- Will be participating in and leading strenuous physical activities, both indoors and out.

MINIMUM REQUIREMENTS:

- Completion of two (2) years of college education with emphasis on Physical Education, Recreation, or related field.
- Two (2) years of experience leading recreational activities, performing recreational support services, and/or facility monitoring.

CERTIFICATES:

CPR/AED for the Professional Rescuer.

First Aid for Public Safety Personnel – ability to acquire within 3 months of employment

American Red Cross Lifeguard Training – ability to acquire within 3 months of employment

Certified Pool Operator – ability to acquire within 3 months of employment

PROOF OF CERTIFICATION:

Proof of the required certificate and or/license should be submitted with your application and will be required at the time of appointment. Unofficial documents and/or copies are acceptable.

ADDITIONAL REQUIREMENTS:

- Valid Class C California Driver's License
- Must pass a Department of Justice background check