



Pleasant Valley Recreation and Park District, Camarillo, California

EMPLOYMENT OPPORTUNITY

RERCREATION COORDINATOR

Regular Full Time Nonexempt - Salary Range: \$4,479.99 – \$5,445.85 per month (five steps)

Final Filing Date: Friday, October 17, 2014

SUMMARY: This position requires a creative individual with a positive “can do” attitude who is a team player and enjoys working with and serving the public. Under general supervision, plans, organizes, and supervises comprehensive year round recreation programs and provides responsible leadership in accordance with District policies and procedures. Must be able to work a flexible schedule that may include evenings, weekends and holidays.

ESSENTIAL DUTIES & RESPONSIBILITIES: Includes the following, with a focus on safety, high quality customer service, and creativity. Performs additional duties as assigned:

- Ensure the application of and compliance with established District Policies and Procedures.
- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Initiate, direct, coordinate and supervise a variety of recreational programs, events and activities.
- Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow, methods and procedures.
- Participate in the preparation and administration of the Recreation Services Department budget.
- Participate in the selection of program staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Procure equipment and supplies as required for assigned programs.
- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Groups; may negotiate and resolve controversial issues.
- Schedule and arrange facility activities, event schedules, rentals, maintain records, prepare invoices, prepare and submit program evaluations, department reports and status reports as requested.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Prepare and update website, brochures, calendars, posters, news releases, flyers and related communication material to market District programs.
- Show respect and sensitivity for cultural differences; promotes a harassment free environment; build a diverse and professional workforce.
- Plan, organize and supervise a variety of age-specific recreation activities and special events, including, but not limited to, the Camarillo Christmas Parade, Halloween Carnival, and other district-wide special events; solicit sponsorships, follow-up with potential supporters as appropriate.
- Perform a variety of miscellaneous duties such as answering phones, typing correspondence, data entry, picking up supplies needed for activities, collecting fees.
- Maintain current certifications as needed throughout duration of employment.

COMPUTER SKILLS: Must be able to operate basic office equipment and be PC literate with software applications in use at the District. Knowledge and expertise of MS Office Suite, including Word, Excel, Outlook and Power Point is necessary. Knowledge of Adobe Software Programs such as Photoshop, Illustrator and In-Design is a plus. Must have the ability to utilize other job related software programs.

OTHER SKILLS AND ABILITIES: Must be self-motivated, well organized, work independently, and manage time well. Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs a plus.

Must be able to “multitask” to handle competing priorities and demands. Must be able to keep accurate records and prepare detailed reports. Conduct research and provide analysis as requested. Ability to communicate effectively with the public, organizations, employees, user groups, and community leaders in oral and written form.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES: Will be required to select, supervise, train, monitor and evaluate staff, volunteers, or temporary employees as assigned.

EDUCATION and/or EXPERIENCE: Bachelor’s Degree preferred, or equivalent, in Recreation Management, Business, Communications, Public Administration or a related field with minimum of two years of progressive experience, management responsibility, or equivalent combination of education and experience.

LANGUAGE SKILLS: Must possess excellent oral and written communication skills. Ability to read and interpret documents such as general business periodicals, professional journals, technical procedures, governmental regulations, contracts, safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS: Ability to collect, analyze and interpret financial data. Ability to perform addition and subtraction as well as calculate figures and amounts such as percentages, discounts, fractions and percentages with a high degree of accuracy and detail.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid Driver’s License with a clean California Department Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell, climb and balance.

WORK ENVIRONMENT: The fast-paced work environment characteristics described here are representative of those an employee encounters while performing the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to chemicals familiar with an office and park environment, occasionally exposed to outdoor weather conditions and risk of electrical shock. The noise level in the work environment is usually loud.

BENEFITS: Annual Merit Step increases based on performance, membership in the California Public Employees Retirement System (CalPERS) 2% @62 (unless qualify as a Classic Employee) with an employee contribution required, employees also contribute towards Social Security, Health, Dental, and Vision coverage. Life Insurance, Short Term/Long Term Disability paid by the District, Vacation, Sick Leave, and 12 Holidays are provided. A voluntary Deferred Compensation 457 Plan is available to employees for additional tax deferred retirement savings.

APPLICATION AND SELECTION PROCESS

Application forms may be obtained at the District Office at 1605 E. Burnley St., Camarillo, CA 93010
(805) 482-1996 or at www.pvrpd.org

Application: Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience; attach additional sheets if necessary. Fill out the application completely and neatly; blank spaces may cause rejection. Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **A District application is required.** Resumes will not be accepted in lieu of a completed application.

Examination: Candidate selection may be based on competitive examinations. Test content will be related to the job. A driver's license may be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to complete in successive parts of the examination.

Written test/Practical Exercise: A written test and a practical exercise may be used.

Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidates knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. **Staff Interview:** After the Appraisal Interview, the top candidates may be invited to interview with the Recreation Services Manager.

NOTE: The District does not reimburse applicants for travel, lodging, or other expenses resulting from their participation in the selection process.

FINAL FILING DATE: Friday, October 17, 2014 at 5:00pm

INTERVIEWS WILL BE SCHEDULED ON OCTOBER 22 AND/OR OCTOBER 23, 2014

MAIL / FAX / DROP OFF ALL REQUIRED FORMS - APPLICATION, RESUME & SUPPLEMENTAL FORM TO:

Pleasant Valley Recreation & Park District

Kathryn Drewry

1605 E. Burnley Street

Camarillo, CA 93010

Phone: 805-482-1996 x 20

Fax: 805-383-0316

Email: kdrewry@pvrpd.org

THE SUCCESSFUL CANDIDATE MUST PASS A DEPARTMENT OF JUSTICE LIVE FINGERPRINT SCAN, BACKGROUND AND REFERENCE CHECK, SCREENINGS FOR ALCOHOL, DRUG, TUBERCULOSIS AND PHYSICAL PRIOR TO START OF EMPLOYMENT.

All supplemental forms and certifications MUST be submitted with the completed PVRPD Employment Application.

RECREATION COORDINATOR - SUPPLEMENTAL QUESTIONNAIRE TO PVRPD APPLICATION -

Supplemental forms that are incomplete or missing information may disqualify the application.

Attach this form to your District application; use a separate sheet of paper if you need additional space.

Date: _____

Name: _____

Phone: _____ Cell: _____ Email: _____

Describe your experience working with programs including but not limited to special events, sports, and classes.

Describe your experience developing and conducting special events? _____

Describe your experience as it relates to soliciting sponsorships. _____

Describe your management style and your experience developing, working with and coordinating a team of volunteers.

List any registration software you have used or are familiar with: _____

List additional skills, abilities, language, or certifications that you feel would be beneficial to this position. _____

Rate your experience using specific software programs and your level of expertise.

Microsoft Word Beginner Intermediate___ Advanced___ Expert___ No Experience___

Microsoft Excel Beginner Intermediate___ Advanced___ Expert___ No Experience___

Microsoft Power Point Beginner Intermediate___ Advanced___ Expert___ No Experience___

Adobe Illustrator Beginner Intermediate___ Advanced___ Expert___ No Experience___

Adobe In-Design Beginner Intermediate___ Advanced___ Expert___ No Experience___

Adobe Photoshop Beginner Intermediate___ Advanced___ Expert___ No Experience___

Is there anything else you would like to tell us about yourself? _____

