



Conejo Recreation & Park District

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EMPLOYMENT OPPORTUNITY

RECREATION SPECIALIST

Conejo Community Center

Part-Time position – up to 35 hours per week

Hourly Rate: \$15.78 - \$21.16 (based on combination of education and related experience)

Apply Now – Open Until Filled*

Apply online: <https://www.calopps.org/conejo-recreation-and-park-district/job-20003561>

**Accepting applications; hiring process may be affected by the COVID-19 public health emergency and the start date is yet to be determined*

Summary

Under general supervision, to organize and conduct specialized recreational programs for the community and to provide highly responsible and technical staff assistance in a specialized program area, in accordance with District policies and procedures.

Essential Duties and Responsibilities

- Assists and participates in the planning, organization, and supervision of specialized recreation programs for a community area or specialized group.
- Confers with community groups to evaluate and formalize program ideas; liaison between community groups and the District.
- Speaks to community groups to promote participation in scheduled activities and explain specialized program.
- Prepares and maintains a variety of records and reports related to program.
- Assists in conducting training programs for District recreation staff in specialized recreation related area.
- Directs and monitors activities of seasonal contract staff.
- Travels to various sites to conduct programs, deliver equipment and supplies, or attend meetings.
- Coordinate the planning, registration, and conduct of special events offered by the Unit.

Other Duties and Responsibilities

- May design and produce flyers or brochures.
- May attend and participate in Councils or Associations related to specialized area.
- Performs other related duties as assigned.

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. *

Education/Experience: Completion of 60 units is desirable with 1,500 hours of group recreational activity leadership experience or an equivalent combination of education and experience.

Language Ability: Ability to read, analyze, and interpret periodicals related to unit assignment, technical procedures, or government regulations Ability to write reports and letters, and create forms. Ability to communicate effectively in both written and oral form, including presentations before diverse groups and teaching. Spanish speaking preferred.

Math Ability: Ability to calculate figures and amounts such as percentages, petty cash or bank accounts, refunds or credits. Ability to determine costs associated with program and keep records.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or oral form Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses: California Driver's License with ability to obtain a Commercial Class C designation. First Aid and CPR certificates within 6 months of employment. All positions working with children under 18 require fingerprint clearance.

Supervisory Responsibilities: Supervisory responsibility is limited to directing and monitoring the activities of seasonal contract staff. This position may participate in the interviewing and hiring of contract staff and is responsible for completion of documentation at completion of contract period.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is frequently exposed to outdoor weather conditions; wet or humid conditions. The employee is occasionally exposed to moving mechanical parts; high precarious places. The noise level in the environment is moderate. Exposure to hazardous conditions will vary depending on the Unit assignment.

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. *

While performing the duties of this job the employee is frequently required to walk, sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste or smell. The employee is frequently required to lift up to 25 pounds and occasionally up to 50 pounds. The vision requirements include close and distance vision; color and peripheral vision; depth perception; ability to adjust focus; and the ability to see in poor light or have good night vision. Physical demands may vary according to Unit assignment.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Selection Process

Apply online at: www.crpdp.org/jobs (follow link to www.calopps.org, Member Agency: Conejo Recreation & Park District)

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. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Cover letters and resumes are encouraged and must be submitted online as attachments with the fully completed application. Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will 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 compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- 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.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

All applicants will receive a written response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.