



# Conejo Recreation & Park District

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PH: (805) 495-6471 FAX: (805) 497-3199 [www.crpdp.org](http://www.crpdp.org)

## **RECREATION SPECIALIST**

### **Sports Unit**

**Part-Time: up to 35 hours per week (may include evening/weekend hours)**

**Hourly Rate: \$23.86 - \$29.00**

**Open Until Filled**

**Apply online: [www.crpdp.org/hr](http://www.crpdp.org/hr) (Follow link to CalOpps)**

### **Summary**

Under general supervision, organizes, oversees and coordinates specialized recreational programs for the community and provides staff assistance in a specialized program area; and performs other duties as assigned.

### **Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes and implements specialized recreation programs for an assigned community area or group; verifies instructor availability; resolves conflicts related to activities and events.
- Promotes participation in scheduled activities and explains specialized programs to patrons; interfaces with prospective and current participants through emails, telephone and social media contacts; collaborates with marketing team to create fliers, assists in collecting information for print material, submits material for approval, and posts print advertisements.
- Coordinates the planning, promoting and implementing of programs and activities including registration and operations of special events offered by the unit.
- Participates in collecting fees for services; provides patron assistance with payments; properly stores or transfers cash monies; processes refund requests.
- Serves as liaison with community groups to assess needs and proposes program ideas; engages patrons to solicit feedback on existing programs and identifies gaps in service; implements changes and adjustments to programs to enhance participants' experience.
- Generates a variety of records and reports related to all aspects of programming; maintains participation logs as well as staff scheduling for respective programs and events; assists with the development of master schedule to be viewed by the public; and tracks revenue and expenditures.
- Assists in conducting training programs for staff in specialized recreation area including monthly in-service meetings; maintains training documentation; assists in recruiting volunteers and contract personnel; properly retains and files documents.
- Performs regular safety inspections of assigned units; initiates maintenance work orders; maintains appropriate emergency supplies and first aid inventory for facility.
- Initiates purchase orders for supplies and equipment; manages order delivery; maintains budget and documents expenses.
- May be assigned to camp programs.

**Other Duties & Responsibilities:**

- May be required to drive a District or personal vehicle.
- May attend and participate in councils or associations related to specialty.
- Participates during disasters or when emergency response is needed.
- Performs other related duties as assigned.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

**Education/Experience:** A typical way to obtain the knowledge and abilities would be: graduation from high school or GED and at least 2,000 hours of relevant work or volunteer experience, at least 30 units completed in recreation or a related field. An associate degree is preferred. Must be at least 18 years old.

**Language Ability:** Ability to communicate effectively in English in both written and oral form. Ability to write routine correspondence using correct spelling and grammar.

**Math Ability:** Ability to add, subtract, multiply and divide whole numbers, fractions and decimals.

**Reasoning Ability:** Ability to use common sense and exercise good judgement in solving problems. Ability to establish effective relationships with fellow employees, volunteers and participants and parents/guardians.

**Certificates and Licenses:**

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance. For Therapeutics unit: ability to obtain a commercial driver license within one year of employment (for a 15-passenger van).
- Department of Justice fingerprint clearance.
- Proof of a negative TB skin test.
- Aquatics Unit: American Red Cross Lifeguard Training; American Red Cross Water Safety Instructor; American Red Cross First Aid for Public Safety Personnel (Title 22); American Red Cross Lifeguard Instructor; Certified Pool Operator or Aquatic Facility Operator.
- Conejo Senior Volunteer Program (CSVP): ability to obtain ServSafe Food Manager Certification within 90 days of employment.

**Supervisory Responsibilities:** This position has no supervisory responsibilities. This position may provide guidance or direction to other part-time employees and to volunteers.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a community center or office environment subject to frequent public contact and interruption, and to intermittent exposure to individuals acting in a disagreeable fashion. The noise level is usually moderate. The employee frequently works in the field and in outdoor weather conditions subject to extreme heat or cold; and where the noise level may be loud. Exposure to hazardous conditions in the environment will vary depending on unit assigned.

If assigned to the Sports/Aquatics, Conejo Senior Volunteer Program (CSVP), or Therapeutics Unit, the employee is regularly exposed to wet or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock.

**Physical Demands:** The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee is frequently required to lift, push or pull up to 50 pounds. The physical demands will vary depending on unit assignment.

### **Selection Process**

Apply online at: [www.crpdp.org/jobs](http://www.crpdp.org/jobs) (follow link to [www.calopps.org](http://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.** Applications should be submitted as soon as possible as the position will close either at 5:00 p.m. on 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.*