



## **Recreation Specialist**

### **Parks & Recreation Department**

(Seasonal/Part time Employment) 28 - 35 hours per week

\$15.45 to \$18.82 per hour (no benefits)

<b>DEADLINE TO APPLY: Friday February 28, 2020 at 4:30 p.m.</b>
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### **JOB SUMMARY**

The City of San Dimas is seeking an enthusiastic team player for its Recreation Specialist position to work under direction of the Recreation Coordinator to assist with planning, coordinating, promoting and implementing Kids Fun Club Day Camp program.

### **REPRESENTATIVE DUTIES**

Duties include, but are not limited to:

1. Assisting with planning, organizing, promotion, and supervision of daily operation of Kids Fund Club Day Camp programs.
2. Maintaining accurate records.
3. Communicate effectively, orally, and in writing with general public, service partner representatives, and other City departments.
4. Completion of reports.
5. Limited supervision of part-time personnel and volunteers.
6. Monitoring maintenance of facility.
7. Preparing and planning for daily activities.
8. Other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Principles and practices of recreation programming.
2. Basic to intermediate software skills, including Microsoft Word, Outlook, Excel, Publisher and the Active registration system.
3. Individual and community benefits of recreation.
4. Safe work practices.

#### **Ability to:**

1. Work in a collaborative team-oriented environment.
2. Handle multiple assignments as needed.

3. Work evenings and weekends as needed.
4. Work effectively with volunteers, other employees, and outside groups.
5. Perform moderate physical activity as related to event operations.
6. Use a computer to process documents, program publicity, record keeping, and program registration.
7. Show enthusiasm, creativity, and the desire to want to make a difference.
8. Evaluate programs and make recommendations for modifications as needed.
9. Establish and maintain effective working relationships with program participants, staff, service partners, and volunteers.

## **EXPERIENCE AND EDUCATION**

### **Experience**

Education equivalent to completion of two years of college course work in the field of recreation or related field is preferred. **Minimum of two years' experience working with children in recreation programs.**

### **License:**

Possession of a valid Driver's License from a State Department of Motor Vehicles and current First Aid, AED, and CPR Certificate.

## **HOW TO APPLY**

A City of San Dimas application must be submitted and may be completed online by visiting the City website at [www.sandimasca.gov](http://www.sandimasca.gov). Questions may be directed to Human Resources at (909) 394-6211 or [kfrey@sandimasca.gov](mailto:kfrey@sandimasca.gov). A resume may be attached to the application, but does not substitute for a completed City application. Every applicant is not interviewed.

## **ABOUT THE CITY**

San Dimas is located midway (about 27 miles) between Los Angeles and San Bernardino, at the base of the San Gabriel Mountains. Excellent access to freeways offers a centralized location from which to enjoy Southern California's many cultural and recreational activities.

San Dimas was incorporated in 1960 with a Council-Manager form of government. Its citizens receive a full range of services through the combined efforts of the City's four departments (Administration, Parks & Recreation, Public Works and Development Services) and the contract services of Los Angeles County.

## **STATEMENT OF NONDISCRIMINATION**

The City of San Dimas, California advises the public, employees and job applicants that it does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age or any non-merit based factor in admission to, treatment of or employment in its programs and activities.

In compliance with the Americans with Disabilities Act (ADA), The City of San Dimas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. EOE (Equal Opportunity Employer)