

Cameron Park Community Services District
Professional Career Opportunity
Recreation Coordinator
Full Time with Benefits – \$19.12 - \$25.71 per hour



About Cameron Park Community Services District

The Cameron Park Community Services District serves a population of approximately 19,000 residents. It provides recreation programming and special events throughout the year. Facilities include a modern Community Center that features the main office for the District, gymnasium, community pool, two classrooms, dance room, and meeting spaces for large and small events. The District has three community parks and four neighborhood parks. Park amenities include youth baseball and soccer fields, playgrounds, pickle ball and tennis courts, 18-hole disc golf course, dog park, skateboard park, walking paths, picnic areas, and a 33-acre man-made lake. In addition to parks and recreation, the District has a fire department and staff who enforce local CC&R's.

Job Duties

The Recreation Coordinator is an entry level position. It is responsible for assisting with community special events, day camps, enrichment classes, aquatics, senior programs, and sports programming. The position reports to the Recreation Supervisor and will assist in supervising 5-7 year-round part-time employees, and up to 30 seasonal employees. The Recreation budget is approximately \$450,000 annually, based mostly on fees, grants, and sponsorships.

Preferred Qualifications and Education Requirements

- An associate degree or higher in Recreation, Leisure Studies, or related field; and/or
- Two years of full time increasingly responsible experience in the field of recreation.

Required and Preferred Skills and/or Certifications

- Must possess and maintain a valid California's driver's license
- Current First Aid and Adult/Child CPR certifications within 90 days of hire
- Lifeguard Certification within six (6) months of date of hire
- Must become proficient in the use of recreation management software within six (6) months of date of hire

Completed application and resume should be emailed to cgreek@cameronpark.org or can be mailed to:

Cameron Park CSD
2502 Country Club Drive
Cameron Park, CA 95682
Attn: Human Resources

Please include 3 professional references. Recruitment for this position closes on Friday, October 21, 2022. Recruitment may be extended if position is not filled.

Cameron Park Community Services District is an Equal Opportunity Employer.



“A Special Place to Work!”

Cameron Park Community Services District

Job Title:	Recreation Coordinator	Department/Group:	Recreation
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under the general direction of the General Manager (or his/her designee), this position oversees a broad base of District program areas within Recreation and assists in the development, implementation, and coordination of recreation programs and events. The hours scheduled for this position may include evenings, weekends and weekday hours as required.</p> <p>ESSENTIAL JOB DUTIES</p> <ul style="list-style-type: none"> • Coordinates promoting and marketing of all recreation programs, facilities and events. This includes the use of social media and desktop publishing for mailings, newsletters and signage, as well as website management. • Accepts responsibility for organizing, implementing, and supervising areas of one or more District recreation programs, such as Day Camps, sports, aquatics, volunteer programs and special events, Community Programs/Classes for all ages - youth to senior, oversee classes, activities, and programs for participants, staff and volunteers; may conduct staff/volunteer training. • Monitors and directs children's activities; handles the more difficult discipline needs; completes accident and incident reports and follows up with parents when necessary; speaks with parents regarding their concerns and complaints; monitors part time/seasonal staff throughout the day. • Creates and develops recreation program components including staff manuals, guidelines and procedures. Conducts research regarding assigned areas; drafts reports and other written material; and submits to supervisor for approval. • Assists with preparation of program budgets and helps monitor expenditures, makes cost savings and operational recommendations. • Conducts staff training and leads recreation staff and/or volunteers; recommends disciplinary actions to Supervisor as needed; prepares employee/volunteer schedules; verifies and checks staff/volunteer timecards; submits seasonal, P/T staff's timecards to the appropriate personnel. • Responds timely to inquiries about assigned projects and programs made by telephone, correspondence or during public meetings; ensures excellent customer service is provided throughout the district, including recreation programs and parks services. • Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff and the public. • Establishes and meets timelines, is proactive and shows strong organizational skills. • Performs other related duties as required. 			

PREFERRED QUALIFICATIONS AND EDUCATION

- An Associate's Degree in Recreation, Leisure Studies, or a closely related field or two (2) years of full-time increasingly responsible experience in the recreation field.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Must become proficient in the use of recreation management software within six (6) months of date of hire
- Current First Aid and CPR certificates within 90 days of hire
- Lifeguard Certification within six (6) months of date of hire
- California Driver's License.

EQUAL OPPORTUNITY EMPLOYER

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