



## Cameron Park Community Services District Recreation Specialist

**Full Time 32-40 hours a week– \$17.67-22.55 per hour**

### **Great Opportunity for a Positive Outgoing Individual!**

This position is a great opportunity for a positive, innovative individual seeking hands-on experience planning and implementing a variety of recreation programs and community outreach initiatives in a small community environment. Cameron Park CSD provides flexible work schedules and a team approach in all aspects of our operations.

### **About Cameron Park Community Services District**

The Cameron Park Community Services District has a vibrant, active, and well-kept Community Center campus with an assembly hall, classrooms, gymnasium, and pool. In addition, the District has three community parks and four neighborhood parks with sports fields, playgrounds, pickle ball and tennis courts, walking paths, and picnic areas.

### **Job Duties**

The Recreation Specialist completes assigned tasks that support the functions of the Recreation Department including tasks related to planning and implementing programs, coordinating with community partners, assisting with special events, administrative tasks, and front office support.

### **Qualifications and Education Requirements**

- Must be at least 18 years of age or older and eligible to work in the United States.
- Education equivalent to completion of 12th grade.
- At least two years of work experience in Recreation or comparable program.
- Candidate must pass a drug screening and Department of Justice (DOJ) background check.
- Valid California Driver's License with satisfactory driving record.
- Knowledge of water safety rules; swimming experience a plus.  
Lifeguard Certification, Title 22, and/or first aid/CPR completed within 6 months of hire.

Submit completed application to Christina Greek, Finance/Human Resources Manager, by email @ [cgreek@cameronpark.org](mailto:cgreek@cameronpark.org) or by hand delivery.

Initial Deadline to apply is April 4, 2025 – or until the position is filled.

*Cameron Park Community Services District is an Equal Opportunity Employer.*

<b>Job Title:</b>	Recreation Specialist	<b>Department/Group:</b>	Recreation Department
<b>Location:</b>	Community Center and various parks	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682		<b>BENEFITS:</b> <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**

**GENERAL DESCRIPTION OF POSITION**

Under the general direction of the Recreation Supervisor or Coordinator, Recreation Specialist completes assigned tasks that support the functions of the Recreation Department including tasks related to planning and implementing programs, coordinating with community partners, assisting with special events, administrative tasks, and front office support.

**ESSENTIAL JOB DUTIES**

- Plans and assigns the work of assigned program staff; prepares staff schedules; verifies hours worked by staff; assists in preparation and delivery of performance evaluations.
- Plans and coordinates training programs for staff on a weekly or bi-weekly basis; documents content and outcomes of training sessions, and attendance.
- Plan and implement age-appropriate curriculum, events, and recreational activities.
- Ability to be active and involved in program activities with Recreation Leaders, Lifeguards, and participants during shifts.
- Provide direct supervision of participants in CSD programs.
- Ensure the safety, security, cleanliness, and orderliness of program environments.
- Respond to parent queries related to program policies, procedures, activities, and fees.
- Ability to problem solve in various circumstances.
- Establish positive working relationships with representatives of community organizations, state/local agencies, co-workers, and the public.
- Lead by example - be on time, adhere to assigned work schedule, wear uniform, maintain a clean and neat appearance, and communicate in a respectful, positive manner.
- Establish and meet timelines, be proactive, and show strong organizational skills.
- Ability to receive and carry out written and oral instructions.
- Proficient in computer software programs.

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- Valid California Driver’s License with satisfactory driving record.
- Knowledge of water safety rules; swimming experience a plus.
- Lifeguard Certification, Title 22, and/or first aid/CPR completed within 6 months of hire as determined by Recreation Supervisor

**EQUAL OPPORTUNITY EMPLOYER**

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Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time