

## HOW TO APPLY

Submit a District Application and  
Resume to:

District Office

Carmichael Rec & Park District

5750 Grant Avenue

Carmichael, CA 95608-3744

View complete job description on  
our website

Applications may also be downloaded  
at our website:

[www.carmichaelpark.com](http://www.carmichaelpark.com)

**The application deadline is:**  
*September 29, 2017*

The most qualified applicants meeting  
the minimum qualifications will be  
further considered to continue in the  
recruitment process.

Candidates will be subject to  
interview, and reference checks,  
including DOJ fingerprint screening.

Successful candidate will be subject  
to pre-employment physical  
examination and drug screen  
performed at the District's expense.  
Failure on any part of the selection  
process will result in disqualification  
and exclusion.

## SALARY & BENEFITS

- Hourly salary rate: \$17.64 - \$20.97
- Holidays: 14 paid holidays per year
- Paid Vacation
- Paid Sick Leave
- Retirement: Sacramento County Employee's Retirement System and Federal Social Security System.
- Health insurance: District paid premium for employee and dependent coverage through the Sacramento County Employee Benefit Programs (Kaiser/Sutter/WHA)
- Dental insurance: District paid premium for employee & dependent coverage (Delta Dental).
- Vision: District paid vision for employee & dependent coverage through VSP; exception Kaiser, included in the health plan.
- Life insurance: The District paid premium for basic plan coverage for employee and dependents. Optional coverage available at the employee's expense. (Prudential)
- Deferred compensation: A 457 Plan is available at the employee's option and expense.

## EMPLOYMENT OPPORTUNITY

**RECREATION  
COORDINATOR  
FACILITIES**  
(FULL TIME NON-EXEMPT)



District Office  
5750 Grant Avenue  
Carmichael CA 95608-3779  
Phone: (916) 485-5322  
Fax: (916) 485-0805  
[www.carmichaelpark.com](http://www.carmichaelpark.com)



*Mission: Satisfy the recreation needs of the community by providing a wide range of facilities and opportunities to enrich the quality of life.*

## THE DISTRICT

Carmichael Recreation and Park District is a dependent special district established October 29, 1945, located 15 miles northeast of Sacramento. The District population is approximately 52,000 and has a budget of approximately \$5.5 million for Fiscal Year 2017/2018. There are 13 park sites with a total of 178 acres, including 11 developed parks, a large community center located at a former high school, a botanical garden that is 58 years old, and a 17 acre nature area.

Creative solutions are being developed to address major repair and renovations needed throughout the District.

### THE POSITION

Under the supervision of the Recreation Supervisor, the Facilities Coordinator coordinates staffing for facility rentals and provides administrative support to the Recreation Supervisor. This position is responsible for ensuring that District facilities, programs, activities, and services are provided in a safe & effective environment and provide the highest level of customer satisfaction for public use.

### ESSENTIAL DUTIES/RESPONSIBILITIES

- Assists with hiring, training, supervising, scheduling and evaluating seasonal personnel; assigns work and provides direction as necessary.
- Supervises condition of District facilities and reports safety, repair and cleaning concerns appropriately.
- Trains and monitors seasonal staff to follow proper cleaning procedures at all District facilities.
- Inventories and orders equipment and supplies needed for facility operations.
- Provide marketing support, input and direction to promote the district's facilities, events, classes, and programs.
- Attends special events to facilitate operations and respond to emergencies or problems; ensures all aspects of events are implemented and controlled according to plans.
- Performs custodial work as needed. May open and close facilities as well as set up tables, equipment, chairs, bleachers, A/V equipment for events, classes, programs, and rentals.
- Assists with other program areas as demands dictate.
- Performs related duties as required.

### KNOWLEDGE OF

- Modern methods, techniques and procedures used in planning, implementing, marketing, and evaluating recreation facilities, events programs and classes.
- Facility preparation including equipment, operations, and techniques. Safety policies and procedures.

### SKILL IN

- Use of a personal computer and software programs, including MSWord and Excel.
- Preparation of reports, schedules, and other related program materials.
- Analyzing problems, evaluating alternatives and making creative recommendations.
- Public relations, customer service and conflict resolution.

### ABILITY TO

- Work evenings, night shifts, split shifts, weekends, some holidays and respond appropriately to call outs.
- Establish and maintain effective working relationships and work independently.
- Establish, develop and maintain quality standards for facility rentals.
- Work independently in the absence of supervision.

### EXPERIENCE/EDUCATION

- Equivalent to graduation from a four-year college or university with major in recreation admin, physical education, leisure services, or related field.
- Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

### SPECIAL QUALIFICATIONS

- Possession of a valid California Drivers License, and good driving record.
- Obtain First Aid/CPR certification within six (6) months of employment.