



**Recreation Coordinator:
Bridges After-School Program**
Part-Time: 22 hrs/wk
Starts at: \$12.77/hr



THE POSITION:

Under the supervision of the Recreation Supervisor, the Recreation Coordinator (Bridges Coordinator) performs professional recreation work in planning, organizing and directing after school child care programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruits, selects, trains, schedules, directs and evaluates part time recreation leaders.
- Acts as a liaison between San Juan Unified School District and Carmichael Recreation & Park District handling employee issues.
- Conducts site visits to observe recreation leader activity facilitation.
- Works with other recreation coordinators from neighboring park and recreation districts to coordinate training and networking opportunities for recreation leaders.
- Responsible for picking up and distributing time sheets on a bi-weekly basis. Responsible for reviewing and calculating time sheets for payroll purposes.
- Observes district policies and safety procedures.
- Other related duties may also be performed.

Physical Demand: Sitting; standing; running, walking over uneven ground; lifting, pushing, pulling and carrying up to 50 lbs; **Environmental Demands:** Outside: Works outside in a variety of weather conditions ranging from cold rainy weather to +100° F. Inside: Works indoors in large buildings and gymnasiums.

QUALIFICATIONS

Knowledge of:

- Modern methods, techniques and procedures used in planning, implementing, and evaluating programs suited to the needs of the community.
- Youth development principles and recreation planning
- Safety practices and procedures.

Skill in:

- Communicating clearly and concisely, both orally and in writing.
- Planning and implementing elementary school age appropriate activities.
- Record keeping

Ability to:

- Establish and maintain cooperative relationships with the general public, local agencies, and those contacted in the course of work.
- Assist in making decisions in accordance with laws, regulations, and policies.
- Operate and use a computer and appropriate software programs (Word, Excel, Outlook, Publisher, etc).

EXPERIENCE AND EDUCATION

Minimum two (2) years college credits (preferred) and one year of working with children ages 6-11, preferably in a supervisory role.

SPECIAL QUALIFICATIONS

- Possession of a valid California Class C Driver's License
- Possession of a valid California Class B Driver's License with passenger endorsement or willingness to obtain one within 90 days of employment
- Possession of current CPR and First Aid Certificates or willingness to obtain one within 60 days of employment

APPLICATION AND SELECTION PROCESS:

Obtain a District application and questionnaire from our website: www.carmichaelpark.com or in person at 5750 Grant Avenue, Carmichael CA.

Applicant must submit a District application, questionnaire, and Resume to be considered.

Please mail or drop off to above address.

Employment offer is contingent on selected applicant passing a pre-employment alcohol/drug screening, fingerprint background check and TB tests.

Application Deadline: February 23, 2018