

CARMICHAEL RECREATION & PARK DISTRICT



CRPD IS HIRING!

RECREATION SPECIALIST - SPORTS

YOUTH DEVELOPMENT | YOUTH & ADULT SPORTS | PRESCHOOL

THE DISTRICT

Carmichael Recreation and Park District is a dependent special district established in 1945, located 15 miles NE of Sacramento. The District population is 42,400+ and has a budget of approx. \$7+ million for Fiscal Year 22-23. There are 13 parks, total of 178 acres, including 11 developed parks, a large community center, a botanical garden, a community garden, and a 17 acre nature area. The District recently passed a Bond Measure which will provide over \$30 million in funding for park and facility improvements.

THE POSITION

Under the direction of the Recreation Supervisor or the Recreation Coordinator, the Specialist is responsible for youth and adult sports program planning, implementation, and oversight.

ESSENTIAL DUTIES

Include, but are not limited to the following:

- Set up/tear down of equipment used for sports such as: basketball, volleyball, and softball.
- Have equipment out and ready for players arriving.
- Prepare score sheets for all games and have them ready for the officials when they arrive.
- Be available and in view of the participants who are playing in the gym and/or field at all times.
- Perform scorekeeping duties for basketball and softball leagues.
- Routinely inventory emergency and first aid supplies and equipment. Report needs to the program director, or delegated staff person.
- Communicate clearly with Recreation Coordinator to facilitate any needs (i.e. replacing equipment, incorrect standings, safety issues, etc).
- Ensure team rosters are filled in completely and correctly.
- Communicate with players and teams regarding any problems that may occur throughout the sport.
- Ensure that any technical fouls, red cards, problems, or questions get reported to the Recreation Coordinator.
- Ensure the gym is clean and orderly before the sport begins as well as when the gym is being locked up.
- Return all equipment at close of the sport.
- Other related duties may be assigned.
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CRPD - RECREATION SUPERVISOR

QUALIFICATIONS

KNOWLEDGE OF:

- GENERAL RULES REGARDING VARIOUS SPORTS AND EQUIPMENT USE.

ABILITY TO:

- ESTABLISH AND MAINTAIN COOPERATIVE RELATIONSHIPS WITH THE PUBLIC.
- PERFORM RESPONSIBLE AND DIFFICULT WORK INVOLVING THE USE OF INDEPENDENT JUDGMENT AND PERSONAL INITIATIVE.
- EFFICIENTLY RESPOND IN AN EMOTIONALLY MATURE AND EFFECTIVE MANNER TO ALL SITUATIONS.
- DEMONSTRATE TACT AND DISCRETION IN PREPARING, DISCLOSING, AND HANDLING INFORMATION.
- COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
- ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK.

EXPERIENCE AND EDUCATION

- ANY COMBINATION OF TRAINING, EDUCATION, AND EXPERIENCE WHICH DEMONSTRATES AN ABILITY TO PERFORM THE DUTIES OF THE POSITION.

SPECIAL QUALIFICATIONS

- POSSESSION OF A VALID CALIFORNIA DRIVER'S LICENSE AND RELIABLE TRANSPORTATION.
- CPR & FIRST AID CERTIFICATION DESIRED.
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SALARY :

\$17 - \$19 PER HOUR DOE

- MOST APPLICANTS WILL START AT \$17.00

PLEASE NOTE: THIS JOB IS MONDAY - FRIDAY EVENINGS.

HOW TO APPLY

Submit your completed application and resume online at carmichaelpark.com/job-opportunities **OR** email completed application and resume to HR@carmichaelpark.com

APPLICATION DEADLINE: Open Until Filled

The most qualified applicants meeting the minimum qualifications will be 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 a post-offer preemployment 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.