

CARMICHAEL RECREATION & PARK DISTRICT



CRPD IS HIRING!

RECREATION SPECIALIST - EVENTS

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 general direction of the Recreation Supervisor, the Recreation Specialist – E&M is responsible for assisting with a variety of recreational programming including Special Events, Facilities, Community Programs, Marketing, social media, and press releases.

ESSENTIAL DUTIES

Include, but are not limited to the following:

- Assist with the planning, coordination, and delivery of high-quality events.
- Draft press releases, printed collateral pieces, and social media promotion posts.
- Attend all required events.
- Set up and staff District outreach booth and solicit donations as needed.
- Plan and coordinate hands on activities for special events.
- Assist with the coordination of volunteers.
- Perform clerical tasks such as filing, receptionist duties and other communications.
- Performs related duties as assigned.

CRPD - RECREATION SPECIALIST

QUALIFICATIONS

KNOWLEDGE OF:

- MODERN METHODS, TECHNIQUES AND PROCEDURES USED IN PLANNING, MARKETING, IMPLEMENTING, AND EVALUATING SPECIAL EVENTS SUITED TO THE NEEDS OF THE COMMUNITY.
- OPERATE AND USE A COMPUTER AND APPROPRIATE SOFTWARE PROGRAMS (WORD, EXCEL, OUTLOOK, CANVA, ETC.)

ABILITY TO:

- DEMONSTRATE A POSITIVE, COURTEOUS, AND ENTHUSIASTIC ATTITUDE.
- ESTABLISH AND MAINTAIN COOPERATIVE RELATIONSHIPS WITH THE PUBLIC, LOCAL AGENCIES, AND VENDORS.
- PERFORM RESPONSIBLE AND DIFFICULT WORK INVOLVING THE USE OF INDEPENDENT JUDGMENT AND PERSONAL INITIATIVE.
- GENERATE SUPPORT AND ENTHUSIASM OF LEADERS, PARTICIPANTS, GROUPS, AND AGENCIES IN RECREATION PROGRAMS.
- WORK WELL IN A FAST-PACED ENVIRONMENT AND MEET ESTABLISHED DEADLINES.
- EFFICIENTLY RESPOND WITH A THOUGHTFUL AND CALM DEMEANOR TO ALL SITUATIONS.
- DEMONSTRATE TACT AND DISCRETION IN PREPARING, DISCLOSING, AND HANDLING INFORMATION.
- COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING.

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 PART-TIME AND WILL REQUIRE SOME WEEKENDS AND EVENINGS.

HOW TO APPLY

<https://carmichaelpark.bamboohr.com/hiring/jobs/59>

APPLICATION DEADLINE: 02/23/2025

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.