



Employment Opportunity **Recreation Specialist**

\$14.58 - \$18.60 per hour

This is a part-time temporary (not to exceed 1,000 hours in a fiscal year) position that does not include benefits. Recreation Specialists work in the following areas: after school programs, day camp, skatepark, preschool program, teen program, youth and adult sports (softball, volleyball, and basketball), inclusion program, and Community Center facilities/event rentals.

Key Responsibilities:

- Promote and coordinate a specific program, service, activity or class; prepare program event and facility marketing materials including news releases, flyers, schedules of events, pamphlets and brochures.
- Organize, lead or teach a specialized recreation program, activity or class such as dance, gymnastics, sports, teens, special events, inclusion, preschool or day camp or other recreational activities.
- Observe necessary precautions to ensure the safety of program or class participants; monitor and inspect assigned facilities for needed maintenance; clean facilities as needed.
- Develop program or class curriculum and maintain a calendar of activities; prepare program or class activity brochures for public distribution; modify program or class activities and schedules as required.
- Supervise and monitor the behavior of program or class participants; enforce applicable rules and regulations; provide appropriate disciplinary measures as needed.
- Evaluate assigned programs or classes for needed supplies and equipment; order or obtain supplies as needed; issue supplies and equipment to participants; provide assistance in setting up for various activities.
- Monitor program or class performance; recommend and implement modifications to systems and procedures.
- Maintain records and develop reports concerning new or ongoing programs or classes and program and class effectiveness.
- Supervise, direct and coordinate the work of subordinate personnel.

Minimum Requirements:

- At least three years of increasingly responsible experience in a specialized recreation program area.
- Equivalent to the completion of the twelfth grade supplemented by specialized training in area of specialization, recreation, leisure studies or a related field.

Licenses And Certifications:

- Possession of, or ability to obtain, an appropriate, valid first aid certificate.
- Possession of, or ability to obtain, an appropriate, valid CPR certificate.
- Possession of a valid Class C California Driver's License with a safe driving record. Designated positions require the possession, or ability to obtain, a Class B driver's license.

City Application and Employment Questionnaire Required

City of Coronado, Human Resources
1825 Strand Way, Coronado CA 92118
Telephone (619) 522-7302

www.coronado.ca.us under "Quick Links/Employment

FILING DEADLINE: This position is **open until filled**. City application and supplemental employment questionnaire must be received in Human Resources to qualify. Testing/interviews will be done on an as-needed basis.

Examination Process: Those applicants considered best qualified will be invited to participate in the examination process, which may include an oral appraisal interview, written exercise and/or oral exercise. Prior to employment, the prospective candidate must successfully complete a pre-employment physical which includes a drug screening and fingerprinting. The selected candidate will be required to submit verification of legal right to work in the United States.

The City of Coronado encourages qualified individuals with disabilities to apply for employment. Individuals with disabilities who will require reasonable accommodation in order to participate in any portion of the application, interview, and/or testing process may voluntarily request the accommodation from the City five (5) working days prior to the requested accommodation. Documentation of the need for the accommodation may be required upon receipt of the request.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Coronado participates in the Social Security program.

Part-time temporary positions are not to exceed 1,000 working hours during the fiscal year.

The City of Coronado is an equal opportunity employer (EOE). Women, minorities and persons with disabilities are encouraged to apply.



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