



6826 HAZEL AVENUE  
ORANGEVALE CA 95662  
916.988.4373

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## JOB ANNOUNCEMENT

**POSITION:** Recreation Specialist

**FINAL FILING DATE:** September 29, 2023

**DESIGNATION:** Part-Time/Seasonal

**HOURS:** 20-30 hours a week

**PAY SCALE:** \$16.75 to \$17.25per hour DOE

### APPLICATION/SELECTION PROCEDURE

Applications may be obtained from the Orangevale Recreation & Park District, 6826 Hazel Avenue, Orangevale, CA, 95662, or by calling (916) 988-4373, or on the District web site at [OVParks.com](http://OVParks.com). Resumes will not be accepted in lieu of the District's official application form. All applications will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. Those applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the application process. For more information contact Jason Bain, Recreation Supervisor, at 916-988-4373 or [jason@ovparks.com](mailto:jason@ovparks.com).

### DESCRIPTION

Under the direction of the Recreation Supervisors, assists in administering activities related to assigned recreation program areas such as: special events, sports and recreation programs. Incumbent must be available to work evenings and weekends. Schedule may vary and hours are not guaranteed on a weekly or monthly basis.

#### Essential Functions

- Develop, monitor, and supervise a variety of programs, which may include, but are not limited to: youth & adult programs, summer day camps, sports programs, after school program, small and large festivals, teen programs, concerts, conferences and overall community events.
- Assist in the organization and planning of special events and youth development activities and assumes a lead role in coordinating day-of event activities and operations.
- Supervise participants to ensure the safety and location of each participant under supervision.
- Report to Recreation Supervisor orally and in writing regarding recreation programs and activities, groups or individuals; makes recommendations for recreation programs and activities and solutions for concerns or issues.
- Organize equipment and supplies. Assist in the setup and take down of tables, chairs, pop-up tents, carnival games, and other recreation related equipment, as needed.
- Provide information to the public; communicate and interact with parents, teens, youth, community organizations, school staff or other persons relating to programs and activities.

- Processes participant registrations and facility rentals, answers phones, reviews part-time timecards, develops staff schedules, acts as facility host, assists with marketing materials and distribution of flyers as well as updating our social media accounts, data entry, completes evaluations, as well as other clerical work.
- Complete routine reports, attendance records and related administrative duties.
- Assists in developing marketing materials for District wide programs and events.
- Attend staff training sessions and meetings. Provide recommendations and feedback on recreation programs and activities, as well as providing supervision of other part time or volunteer staff.
- Ability to lead, communicate, and get along with staff members, volunteers, general public and administrative staff.
- Experience with, or interest and ability to learn basic use of computers, office equipment, sound equipment, walkie-talkie radios, tables, pop-up tents, chairs, carnival games, decorations, iPod, stage, and other event related items.
- Work conditions consist of indoor and outdoor recreational facilities; frequent public contact; exposure to heat and inclement weather. Schedule may vary.
- Frequently participates in strenuous physical activities, event and other related activities, in outdoor and indoor locations. Frequent monitoring of participants requiring the ability to detect and respond to emergency situations and provide CPR or First Aid as required. Frequently required to lift or carry up to 30 pounds. Occasionally required to lift or carry up to 60 pounds. Frequently required to walk, run, stand for long periods of time, reach, kneel, squat, sit, and bend while monitoring participants and participating in program activities. Hearing and speech adequate to be able to communicate in person. Vision adequate to monitor participants and observe events. Manual dexterity to grasp and hold objects, use fine manipulation.
- Perform related duties as assigned.
- Possession of a valid California Driver's License, a safe driving record, and proof of insurability is required

## **QUALIFICATIONS**

Background and knowledge and experience in special events and youth development preferred. Ability to organize, plan and supervise events and youth related activities. High School Diploma required, some college preferred. First Aid and CPR certifications required by first day of employment.

### **Equal Opportunity Employer**

Orangevale Recreation & Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Orangevale Recreation & Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.