WRIGHTWOODD COMMUNITY SERVICES DISTRICT

Parks and Recreation Coordinator

JOB DESCRIPTION

**Position:** Part-Time (10-15 hours per week depending on programs in progress)

**Pay Range**: $17.00-$20.00

Coordinator will oversee the District’s recreation programs including but not limited to:

Recreational Programs, Sports Leagues and Events. He or she will have the knowledge of variating district rules and regulations for sports, games, arts and crafts; ability to maintain effective working relationships with children, teens and/or adults and the general public.

In addition to the duties described, the coordinator will work directly with Facility Reservations, Contract Classes, Senior Programs, Community Excursions, Youth Programs, Youth and Adult Sports and Special Events. Must be able to work weekends, evenings and/or holidays as needed.

* Create new potential Parks and Recreation programs
* Surveys community to gauge interest in future possible programs
* Research similar programs in other areas
* Coordinate with local groups to facilitate new programs
* Write comprehensive proposals for General Manager’s review monthly at regular Board meetings.
* Works with staff to schedule programs
* Assist with organization and scheduling of frontline staff, sports activities, arts and crafts, games and play activities for youth and adults
* Assist in the supervision and development of sports leagues and park areas and ensure the safety of participants through the proper use of equipment and the enforcement of rules and regulations.
* Complete written reports including facility checks, attendance reports, and incident and accident reports.
* Monitor the activities as needed.

Prerequisites

* Must have a High School Diploma
* Previous experience in developing Parks and Recreation programs
* A valid Class C California driver license and acceptable driving record throughout the course of employment and must carry auto insurance coverage
* Self-Starter who can take initiative
* Ability to accomplish tasks with little to-no-direction
* Above-average communications skills
* Writing skills
* Word processing skills
* Conflict resolution skills
* Be able to coordinate District events and activities, work in conjunction with paid staff, and coordinate and supervise volunteer staff.
* Ability to work flexible hour
* Other duties as assigned