

Wrightwood Community Services District



Recreation Coordinator

\$20.00 - \$22.00 per hour

Summary

The Wrightwood Community Services District seeks to fill the position of Parks and Recreation Coordinator. The position will be based out of the Community Services Building located at 1275 State Hwy 2, Wrightwood CA 92397. It is a part-time position of approximately 10-15 hours per week depending on programs in progress.

Supervision Exercised and Received

Receives immediate supervision from the WCSD General Manager. No direct supervision of staff is exercised.

Responsibilities and Essential Functions

The Parks and Recreation Coordinator will oversee the District's recreation programs including but not limited to:

Recreational Programs, Sports Leagues, and Events. Candidate should have the knowledge of varying 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 Contract Classes, Senior Programs, Community Excursions, Youth Programs, Youth and Adult Sports and Special Events. Must be able to work assigned schedules that include weekdays, evenings and/or holidays.

- 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 Board's review monthly at regular Board meetings to receive approval of proposed programs
- 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, playgrounds, community buildings, meeting rooms, 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 operation and public activity during the hours of operation when needed.

Minimum Qualifications

- Must have a High School Diploma
- Previous experience in developing Parks and Recreation programs a plus
- 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 hours
- Organizational Skills
- Customer Service
- Volunteer Experience

How to Apply

To apply email cover letter and resume to General Manager Tamie Keen at gm@wrightwoodcsd.org. Do not Apply on Facebook.