



Wrightwood Community Services District

Recreation Coordinator

\$20.00 - \$22.00 per hour

Summary

The Wrightwood Community Services District seeks to fill the position of Recreation Coordinator. This role features a hybrid work schedule, requiring two in-office days each week at the Community Services Building, located at 1275 State Hwy 2, Wrightwood CA 92397. This part-time position offers approximately 15-20 hours weekly, depending on ongoing programs. The working hours are Monday through Thursday from 9 AM to 1 PM, with additional on-call hours on Sundays for the Adult Softball League.

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. Candidates should have the knowledge and skill to implement district rules and regulations for sports, games, arts and crafts; ability to maintain effective working relationships with children, teens and/or adults, the general public and instructors.

In addition to the duties described, the coordinator will work directly with independent contractors, 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.

- Propose and create new recreation programs
- Survey community to gauge interest in future possible programs
- Research similar programs in other areas
- Coordinate with local groups to facilitate new programs
- Write thorough budget and program proposals for review by the General Manager
- Work with staff to schedule programs and manage recreation calendar
- Assist with organization and scheduling of instructors, sports activities, arts and crafts, games and play activities for youth and adults
- Assist in the supervision of sports leagues, community programs, services and ensure the safety of participants through the proper use of equipment and the enforcement of rules and regulations
- Assist with setting up and cleanup of events and recreation programs when needed

- Complete written reports including facility checks, attendance reports, incident reports and accident reports
- Monitor the operation and public activity during the hours of activity 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 and anticipate business needs
- Ability to accomplish tasks with little to no direction
- Above-average communication and writing skills
- Proficiency with online software programs: Canva, Adobe, Outlook, League Lobster
- Social media expertise in creating online advertisements and social media posts
- Conflict resolution skills
- Be able to coordinate District events and activities, work in conjunction with WCSD staff, and coordinate/supervise volunteer staff
- Ability to work flexible hours as program needs arise
- Exceptional organizational skills
- Customer service 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.