



# CITY OF LAGUNA NIGUEL

30111 Crown Valley Parkway, Laguna Niguel, CA 92677 / (949) 362-4300

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## **Career Opportunity: Recreation Coordinator Parks and Recreation Department (Sea Country Senior and Community Center) 1 Full-Time and 1 Part-Time Position Available**

**Filing Deadline: 5:00 P.M., Friday, October 5, 2018 including Supplemental Questionnaire**

**Full-Time Position: Salary \$4,200 - \$5,250 per month**

**Part-Time Position: Salary \$24.24 - \$29.46 per hour**

***Please indicate which position is being sought: Recreation Coordinator FT, Recreation Coordinator PT, or both, Recreation Coordinator FT and PT on the job application.***

This exceptional opportunity is available for individuals interested in a career in Recreation Program Administration who are dynamic, energetic professionals with a solution-orientated approach and a genuine desire to help others. This recruitment will establish eligibility list for future openings. When you join our team, you will use your unique skills to do important and meaningful work critical to the success of the Parks and Recreation Department and the City team. Under general supervision, our Recreation Coordinators develop and oversee new programs for the community and evaluate current recreation programs, recommending improvements and modifications. One current opening oversees the front desk and the other opening oversees the senior transportation program. Both openings help with special events and programs.

### **Examples of Duties:**

- Coordinate, supervise, promote, implement, and evaluate recreation, leisure, and special event programs and services for the community.
- Schedule part-time staff, supervise and coordinate staff/volunteer training, ensure appropriate coverage during programs and operations; review the work of staff and volunteers.
- Organize and schedule educational, cultural, recreational, health-related, and social activities, special events, and contract classes.
- Recommend and assist in the implementation of goals and objectives; establish and maintain schedules and methods for recreation activities and special events; implement policies and procedures.
- Participate in the development, administration, and monitoring of the assigned program budgets, including creating and maintaining various records.

- Interpret and explain City policies and procedures to the public, answer questions and investigate complaints; recommend corrective actions to resolve complaints.
- Monitor and enforce compliance with associated laws, rules, regulations and safety procedures related to provision of recreational activities and services, including First Aid, CPR, and swimmer rescue as assigned.
- Perform a variety of duties related to public relations and the publicizing of recreational programs and activities; prepare or coordinate the development of programs and events publicity, including news releases, newsletters, flyers, pamphlets, and brochures. Serve as support staff to the Recreation Supervisor and assigned committee(s).
- Assist in the coordination, scheduling, and supervision of room rental reservations.
- When assigned to aquatics, teach swimming lessons, enroll new swimming pool program members, collect pool fees from users and account for money collected, and clean pool facilities through vacuuming and replacing pool filters.
- Perform related duties as assigned.

### **Minimum Qualifications:**

#### **Knowledge of:**

- Fundamental staff scheduling methods and techniques.
- Strong problem solving, human relations and supervisory skills.
- Modern and complex principles and practices of recreation program development and implementation.
- First Aid and CPR.
- If assigned to aquatics, techniques of swimming lesson instruction and basic techniques of swimming pool maintenance.
- Marketing theories, principles, and practices and their application to a wide variety of leisure services.
- A variety of computer programs, including registration software.

#### **Ability to:**

- Understand community needs in a variety of recreation areas; evaluate activities according to those needs.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrated ability to schedule, oversee, and train assigned staff.
- Maintain safety, order and cleanliness in a City or swimming pool facility.
- Establish and maintain cooperative working relationships.
- Work a varying schedule of hours, which may include nights, early mornings, weekends, and holidays.

### **Experience and Training Required:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Minimum of two years of experience in the administration of recreation, social and cultural programs and activities, including supplemental training in First Aid, CPR, and Water Safety Instruction as assigned.

- Experience with planning and implementation of a variety of recreation programs and special events for all ages.
- Bachelor's degree or equivalent in recreation or related field.
- Possession of, or ability to obtain, First Aid and CPR certificates within 30 days of employment. If assigned to aquatics, Water Safety Instructor and Lifeguard Instructor certificate.
- Requires possession of, or ability to obtain, a valid California Driver's License.

### **HOW TO APPLY:**

A required City application forms are found on the City's website at [www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org). Applications must be filled out completely and must show that the minimum qualifications are met. Completed City applications and supplemental questionnaires should be submitted to [Hresources@cityoflagunaniguel.org](mailto:Hresources@cityoflagunaniguel.org) or in person to Human Resources at the address above. Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

### **SPECIAL NOTICE:**

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

**Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.**