

**HEBER PUBLIC UTILITY DISTRICT (HPUD)
PART TIME
RECREATION COORDINATOR**

Hourly Rate: \$17.00-\$20.00

(Dependent on Qualifications)

JOB SPECIFICATIONS

DEFINITION

This is a part-time, at-will, non-benefitted position. Hours are limited to 1,000 per year. Employees may be assigned to work year-round or seasonally and hours worked may vary significantly from week to week.

Under direction of the Office Manager plans, promotes, implements, coordinates and supervises the activities of a variety of HPUD programs, including special events, recreation, therapeutic, senior activities, classes and facilities usage, schedules a variety of Parks, Open Space and Cultural Services (HPUD) programs throughout the District; and performs other work as required.

TYPICAL TASKS

- Assists with the delivery of Parks and Recreation programs, services, and special events, provides support to staff and contract instructors.
- Leads, conducts and oversees program activities including games, sports, crafts, dances, and other activities.
- Explains and enforces facility regulations, policies, and procedures; positively represents the HPUD in interactions with participants and the public.
- Assists with opening and closing facilities; assists with setting up and taking down furniture, materials, and equipment.
- Practices safe work methods and makes appropriate use of safety equipment as required; notifies supervisor of observed safety concerns, serious accidents or emergencies; may administer emergency first aid.
- Assists with registering participants in classes and sports programs and booking facilities for events; collects and processes fees; maintains files and records of transactions and schedules.
- Provides assistance to HPUD patrons and general public; answers questions regarding facility usage and program, activity, and event specifics; responds to requests for human services needs and refers patrons to appropriate resources.
- Plans, coordinates and implements the daily activities of HPUD

programs including facility usage, recreation, and special events; develops schedules of activities for assigned activities; evaluates existing and proposed programs, costs and facilities and makes recommendations for improvement, continued use and/or inclusion in recreation services.

- Develops and monitors assigned program budgets; prepares brochures, flyers, advertising and other publicity materials to promote recreation programs, special events and facility use.
- Monitors and updates the HPUD Social Media presence as outlined and defined in the HPUD Social Media Policy.
- Maintains and cleans Recreation Center before and after reservations.

EMPLOYMENT STANDARDS

Must be Bilingual:

English/Spanish

Working knowledge of:

- The practices and techniques of developing, organizing, and supervising recreational activities.
- Safety and emergency procedures and first aid.
- The methods and techniques of publicity and promotion.
- Communication skills and techniques.
- Specific program assignment (may be required).

Ability to:

- Plan, organize, implement, and evaluate a variety of recreation programs and special events.
- Establish and maintain effective relationships with those contacted in the course of work.
- Recommend, interpret, explain and enforce program policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare reports and correspondence.
- Learn to input and access information on a computer.
- Travel to and perform duties at variety of outdoor and indoor recreation sites.
- Lift 25 pounds.

Training and Experience:

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

Completion of college with major coursework in recreation or related field **and** one year of experience coordinating or supervising recreation program activities or special events.

SPECIAL REQUIREMENTS:

License/Certificate:

Possession of a valid California class C driver license.

American Red Cross Community First Aid and Safety Instructor Certificate may be required within the first year of employment for some positions.

Possession of a valid first aid certificate, as prescribed by law, and adult, child, infant, and two person Cardiopulmonary Resuscitation (CPR) certificates within six months of employment.