



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

RECREATION & COMMUNITY SERVICES COORDINATOR RECREATION & COMMUNITY SERVICES DEPARTMENT FULL TIME POSITION

FILING INFORMATION:

Applicants must submit a completed City of Los Alamitos employment application and resume by Friday, June 15, 2018. **POSTMARKS WILL NOT BE ACCEPTED.** Please call (562) 431-3538 for additional information, or visit www.cityoflosalamitos.org for employment application. Please submit all applications and resumes to: HResources@cityoflosalamitos.org.

SALARY RANGE: Tier 1: \$4,259 to \$5,181 per month
Tier 2: \$4,158 to \$5,053 per month
Tier 3: \$4,056 to \$4,931 per month

(Tier range is based on your hire date, all new employees would be Tier 3)

POSITION:

The Recreation Coordinator is a member of the Recreation and Community Services Department. The position is responsible for the planning and coordination of any of the following areas: youth and adult sports programs, park activities, classes, camps, facilities, special events, and/or assist in the formulation of a variety of leisure and senior and social services programs.

ESSENTIAL JOB FUNCTIONS:

Under the direction of the Recreation Managers, the Recreation Coordinator is required to perform the following essential job functions:

- Communicate effectively both orally and in writing
- Facilitate registration for programs, activities and classes
- Coordinate special event logistics
- Assist in the preparation of the Recreation Division budget
- Provide excellent customer service
- Handle selection of volunteer and seasonal personnel
- Assist in the supervision, training, and evaluation of personnel
- Prepare reports, news releases, and marketing materials, including maintaining all social media outreach
- Monitor facility maintenance and implement safety standards for programs and personnel
- Perform other duties and assignments as directed by the Recreation Managers

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Prepare personnel, program and facility schedules
- Work effectively with the public, including, but not limited to market recreation programs and classes
- Demonstrate effective customer service while promoting the organizational values of the City
- Typical word processing, customized computer software and social media applications
- First aid, health and safety practices for recreation programs and facilities
- Organize and coordinate special events
- Knowledge of recreational activities and facilities
- Supervision of municipal recreation programs
- Follow written and oral directions, while exercising initiative and independence
- Establish and maintain positive working relationships with other City employees and community groups

DESIRABLE EXPERIENCE AND TRAINING:

- A 4-year college degree in Recreation, Physical Education or closely related field
- A minimum of four (4) years of progressively responsible municipal recreation experience; or any combination of training and experience which provides the necessary knowledge, ability, and skill needed for the position
- Certification in First Aid, CPR, AED preferred
- Valid California Driver's License

SELECTION PROCEDURE:

- The most qualified applicants, as determined from an evaluation of the application forms, will be invited to an oral interview, which may include a written exercise. This will have a weight of 100% in determining the candidate's position on the eligibility list.

Please submit all applications and resumes to HResources@cityoflosalamitos.org

The City of Los Alamitos is an Equal Opportunity Employer and does not Discriminate on the basis of Race/Color, National Origin, Sex, Religion, Age or Handicapped Status in employment or the Provision of Service.