



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

Community Services Coordinator (Sports, Classes, & Events) (Part-Time)

FILING INFORMATION:

Applicants must submit a completed City of Los Alamitos employment application and resume. **Filing Deadline: November 15, 2018. POST MARKS WILL NOT BE ACCEPTED.** Applicants may also visit www.cityoflosalamitos.org for City application.

SALARY RANGE: \$18.50 - \$22.00 per hour; approximately 20-25 hours per week. *Work schedule will vary Monday through Friday between the hours of 9 a.m. – 9 p.m. Candidates must also be available to work on Saturday and Sunday if necessary.*

POSITION:

This position serves as a part-time Community Services Coordinator in the Department of Recreation and Community Services and performs a variety of duties associated with the direction of recreation and community services.

ESSENTIAL JOB FUNCTIONS:

Under the direction of the Recreation Coordinator and Recreation Supervisor, the part-time Community Services Coordinator is required to perform the following essential job functions:

- Plan, organize, implement, and coordinate recreation programs for adult and youth sports.
- Assist in the planning, organization, and implementation of community-wide special events, which includes working occasional weekends.
- Assist with overseeing the user groups that utilizes the fields and facilities.
- Assist in hiring, evaluating, and disciplining part-time staff. Lead part-time staff in meetings and trainings.
- Assist with registration, answering phone calls, assisting with customer service at the front counter.
- Assist Recreation Supervisor with contract class administrative support.
- Expand program resources through partnerships with local public and private agencies to provide a variety of programs and services to the community.
- Provide outreach through initiating, designing, producing, and distributing a variety of promotional, marketing, and informational materials; creating draft press releases; and marketing through social media.
- Communicate effectively both orally and in writing; develop written reports and presentations; assist in budget preparation; and perform other duties as assigned by the Recreation Coordinator.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- The nature of the job requires strong communication skills to maintain rapport with the general public.
- The ideal candidate will be flexible, energetic, outgoing, creative, & enjoy working with people of all ages.
- The successful candidate will demonstrate excellent interpersonal, time management and organizational skills to accomplish their job.
- The selected candidate will contribute to a team of professional department staff in an environment conducive to learning and be exposed to various aspects of the field of recreation and community services.
- The ideal candidate should possess working knowledge of coordinating and directing a variety of recreation programming and events for a variety of age groups.

DESIRABLE EXPERIENCE AND TRAINING:

- Equivalent of two (2) years of college, including course work in recreation, human services, or a related field, and two (2) years of responsible part-time experience in a municipal recreation department.
- Possession of a valid California Driver's License.

APPLICATIONS:

Applications may be obtained at the Community Center located at 10911 Oak Street, Los Alamitos or City Hall, 3191 Katella Avenue, Los Alamitos, between the hours of 7:30 a.m. - 5:30 p.m., Monday-Thursday; 7:30 a.m. - 4:00 p.m. Friday or online at www.cityoflosalamitos.org

SELECTION:

The best-qualified applicants, as determined from the evaluation of the application forms, will be invited to an oral interview, which may include a written exercise.

FOR FURTHER INFORMATION:

Contact the City of Los Alamitos Recreation & Community Services Department at (562) 430-1073.