



Recreation Specialist (Hourly - Nonexempt)

(1/20)

The Recreation Specialist is an integral part of Carmichael Recreation & Park Districts' events and programs. Areas of assignment may also include Facilities, Youth and Adult Programs, Community Centers, Neighborhood and Community Programs. The Recreation Specialist is expected to exercise a high degree of expertise, initiative and independent decision-making to ensure customer satisfaction. Core responsibilities include outreach, set up and take down of events, assist with the creation of collateral materials, press releases and social media promotions. The Recreation Specialist also provides administrative support to the Recreation Supervisor. The Recreation Specialist pay starts at \$13.50 per hour and is a non-career position.

Duties include but are not limited to:

- Assist with the planning, coordination and delivery of high quality events.
- Draft press releases, printed collateral pieces, and social media promotion posts.
- Demonstrate a positive, courteous and enthusiastic attitude.
- Perform clerical tasks such as filing, receptionist duties and other communications.
- Attend and work all required events.
- Set up and staff district outreach booth and solicit donations as needed.
- Plan and coordinate hands on activities for special events.
- Assist with the coordination and supervision of volunteers.
- Complete program and event evaluations.
- Other duties as assigned.

Minimum Requirements:

- Any combination of experience and education that could likely provide the required knowledge and skills.
- Possession of a valid California driver's license and reliable transportation.
- Enrollment in course work at a four-year college or university in recreation administration, physical education, leisure services or a related field highly desired.
- CPR & First Aid Certification desired.

Physical Requirements and Working Conditions:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the District, and have availability to work off-hours shifts or events as required; strength to lift and carry materials weighing up to 50 pounds; mobility to lead groups in activities; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Ability To:

- Possess sound judgment and be able to work in a safe manner preventing accidents.
- Work collaboratively as a team member.
- Be self-motivated, confident, energetic, and creative.
- Strong communication skills.
- Follow direct orders at all times.

How to Apply:

Final Filing Deadline: Open until filled

Submit a District Application and Resume to:

District Office

Carmichael Rec & Park District

5750 Grant Avenue

Carmichael, CA 95608-3744

Applications may also be downloaded at our website: www.carmichaelpark.com. The most qualified applicants meeting the minimum qualifications will be further considered to continue in the recruitment process. Candidates will be subject to interview and reference checks, including DOJ fingerprint screening.

Successful candidate will be subject to pre-employment physical examination and drug screen performed at the District's expense. Failure on any part of the selection process will result in disqualification and exclusion.