# Intermittent Worker – Recreation Program Coordinator

**Title:** Intermittent Worker – Recreation Program Coordinator  
**Salary:** $22.21 – $27.28/hour (depends on relative experience and/or education)  
**Location:** Various Park Locations

**Bulletin:** The Department of Parks and Recreation (DPR) is seeking energetic, flexible and motivated people interested in working approximately 20-40 hours per week dependent on availability and need. DPR provides paid internship opportunities to youth at various parks and recreation centers in the San Diego region. **Intermittent Workers – Recreation Program Coordinators, also known as Navigators, are needed to supervise youth interns, assist with onboarding and professional development, and coordinate with field staff to determine work projects and schedules.** Work locations include 4S Ranch Sports Park, Felicita Park, Lindo Lake Park/Lakeside Community Center/Teen Center, Los Penasquitos Canyon Preserve, San Dieguito Park, San Elijo Lagoon Ecological Reserve, SD Nights program (various event locations), Spring Valley Park/Community Center, Spring Valley Gymnasium/Teen Center, Stelzer Park, Sweetwater Regional Park, and Waterfront Park. Navigators are typically needed to rotate between multiple park locations where youth interns are working, and occasional reporting to the County Operations Center will also be required.

### EXAMPLES OF DUTIES

The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

**Essential Functions:**

1. Plans and coordinates day-to-day program operations.
2. Implements, evaluates, removes, and/or modifies program activities to meet diverse community needs and interests.
3. Plans and/or arranges program specific work schedules for subordinate staff and volunteers.
4. Prepares a variety of reports and maintains records.
5. Answers questions asked by participants and the public.
6. Prepares and exhibits publication materials.
7. Assists with planning and implementing overall community recreation-based programming.
8. Meets with residents of community service areas to assist in determining recreation needs and programs.
9. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referrals.
10. Oversees general facility management.
11. Monitors program budget.
12. Trains staff and volunteers and provides guidance to independent contractors.
13. Assists with facility management.
14. May be required to perform the functions of the lower level classes in this series.

### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

- Recreational program activities appropriate for targeted participants
- Supervision and training principles and practices as it pertains to youth, and/or senior specific programs
- Governmental guidelines for program participants
- Computer software programs such as Microsoft Office
- Telephone, office, and online etiquette
- County customer service objectives and strategies
- Current technology and trends in the profession

**Skills and Abilities to:**

- Supervise day-to-day program activities and operations
- Effectively communicate with program participants, staff, and volunteers
- Write clear, concise reports and related documents
- Interact with peers, superiors, and people of various socio-economic backgrounds
- Learn and apply techniques related to basic first aid and cardiopulmonary resuscitation (CPR)
- Interpret and follow written and oral instruction
- Evaluate and implement recreational activities suited to the various needs of the community
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact, and diplomacy
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect
• Assess the customer’s immediate needs and ensure customer’s receipt of needed services through personal service or making appropriate referral
• Provide prompt, efficient, and responsive service
• Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
• Communicate effectively orally and in writing
• Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds

Desirable Traits
• Leadership, Communicates Effectively, Knowledge Worker, Holds Self and Others Accountable, Problem Solving and Innovation, Demonstrates Ethical Behavior, Leverages Resources (Coaches and Develops), Drives to Excel, Maximizes Team Effectiveness, Supportive of Change.

Education and/or Experience
• Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Qualifying education/experience:
  • Two (2) years of experience as a recreation program leader, teacher, counselor, park ranger, or closely related position in a recreational facility. Experience must have included leading and coordinating recreational programs and/or activities.
  • Note: Appropriate college-level education may substitute for up to one (1) year of the required experience.

REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS
Required licenses, certifications and registrations must be maintained throughout employment in this class.

License
• A valid California Class C driver’s license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle. May be required to obtain California class B driver’s license.

Certification/Registration
• May be required to obtain Wilderness First Aid certification.

SPECIAL NOTES
Working Conditions
• Subject to frequent night, weekend, and holiday work. May be required to work irregular shifts and dwell in County housing or outdoor settings. Requires working around camping equipment, walking on uneven ground, exposure to extremes in temperature, humidity, or wetness, exposure to dust, gas, fumes, or chemicals, working at heights, and working with biohazards.

Essential Physical Characteristics
• The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.
  • Continuous: upward and downward flexion of the neck. Frequent: twisting of neck and waist, repetitive use of hands, reaching below shoulder level, and lifting and carrying objects up to 50 pounds. Occasional: sitting, squatting, climbing, kneeling, crawling, dominant hand use, simple and power grasping, fine hand manipulation, pushing and pulling, reaching above shoulder level, and lifting objects weighing up to 75 pounds with assistance.

Background Investigation
• Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

This is a temporary, non-benefited position. Incumbents may receive Health insurance benefits depending upon eligibility criteria in accordance with ACA requirements. Selected candidates will be required to successfully complete a background investigation/fingerprinting and a medical/drug screen prior to employment. Employees hired on or after October 15, 2021, are required to be fully vaccinated* against COVID-19 before beginning employment. If you receive a conditional offer of employment, a copy of your vaccination card must be provided at the time of background. Current County employees hired on or before October 14, 2021, are required to provide a copy of their vaccine card showing they are fully vaccinated or undergo Covid-19 diagnostic testing and wear a facemask in the workplace.

How To Apply: Email resume to brandon.schroeder@sdcounty.ca.gov.

Applications are accepted online or by mail only, please visit the website above to apply and for mailing address. For questions regarding this opening please contact Brandon Schroeder at brandon.schroeder@sdcounty.ca.gov or (619) 573-5917. For more information about the County of San Diego Department of Parks and Recreation, please visit www.sdparks.org.