

INTERNSHIP NAVIGATOR (Intermittent Recreation Program Coordinator) Job Bulletin

Title: Recreation Program Coordinator (Intermittent)

Salary: \$21.67 / hour

Location: Spring Valley Park/Community Center, Lindo Lake Park/Community Center, Felicita Park

Bulletin: The Department of Parks and Recreation (DPR) is seeking energetic, flexible and motivated people interested in playing a valuable role in a new summer internship program. The Internship Navigator is responsible for playing a lead role in on-site program-specific activities and supervision of summer high school interns in County parks/facilities and programs. They will serve as a primary liaison between Parks and Recreation site supervisors and interns.

The Internship Navigator is a temporary position, working up to 40 hours/week. They may be assigned to a specific program, a specific location, or in a roving position to work with programs/events at multiple locations.

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:

- Provides hands-on implementation of recreational and community based programs in an on-site leadership capacity.
- Assists with planning and coordination of day-to-day program operations.
- Provides leadership for a work group assigned to a specific program/event.
- Implements and evaluates programs, providing recommendations to supervisor on modifications to program activities to meet community needs/interests and program goals.
- Prepares a variety of reports and maintains records.
- Answers questions asked by participants and the public.
- Prepares and exhibits publication materials.
- Assists with planning and implementing overall community recreation-based programming.
- Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referrals.
- Assists with monitoring program budget.
- Collects and accounts for fees.
- Assists with training of staff and volunteers.
- Enforces safety rules and regulations, as appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Recreational program activities appropriate for targeted participants
- Leadership 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
- Operate minor equipment as it is necessary to perform job functions
- Accurately collect and account for fees

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.

Example of qualifying education/experience:

Two (2) years of experience working with recreational programs, teacher, counselor, park ranger, or closely related position in a recreational facility. Experience must have included working with 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/or outdoor settings.

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 an individual with a qualified disability 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.

How To Apply: Online Application: <http://www.co.san-diego.ca.us/parks/Jobs.html>

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, Region Manager, at 619-573-5917 or brandon.schroeder@sdcounty.ca.gov.

