



6826 HAZEL AVENUE  
ORANGEVALE CA 95662  
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## JOB ANNOUNCEMENT

**POSITION:** RECREATION COORDINATOR - Aquatics

**FINAL FILING DATE:** Wednesday, July 24, 2024 at 5:00 p.m.  
Send application & resume to [jennifer@ovparks.com](mailto:jennifer@ovparks.com)

**DESIGNATION:** Full-time

**HOURS:** 40 hours a week

**SALARY:** \$4,129 - \$5,269/mo. or \$49,543 - \$60,220/yr. DOE

**BENEFITS:** **Health**

Full Employee & 75% Dependents  
Choice of Kaiser, Western Health Advantage or Sutter Health  
Delta Dental - District pays 100% of Employee and Dependents  
Life Insurance - Up to \$18,000 paid by District for this position.

**Vacation**

Vacation is accrued as follows:  
Start to 3 years = 12 days per year  
4-9 years = 15 days per year  
10+ years = 18 days per year

**Holidays**

The District observes 13 paid holidays per year, 2 - one half day paid holidays and 1 personal day per year

**Retirement**

The District participates in Social Security and the County of Sacramento's Retirement Plan (SCERS)

Membership in the Sacramento County Retirement System (SCERS) (2% @ 55 1/2) for legacy members (hired prior to 1/1/2013). Reciprocity with Public Employees Retirement System (PERS). New members (hired on or after 1/1/2013 without reciprocity) (1% at age 52 increasing to 2.5% at age 67)

Further details on the compensation and benefits package can be obtained from the Orangevale Recreation & Park District.

## **THE COMMUNITY AND THE DISTRICT**

The Orangevale Recreation & Park District is an independent Special District located in the northeast section of the unincorporated area of Sacramento County, California. The District offers parks and recreation services to a 12 square mile area with a population of approximately 37,000 people. The District is governed by a five-member elected Board of Directors who serve four-year terms. The northern portion of the community maintains a rural feel with ½ to 5 acre parcels while the remainder of the community is populated by traditional housing developments.

The District offers a diverse selection of recreation programs and services, including 11 park sites covering 153 acres of park land plus several school playfields and open space sites. The District facilities include an 18-hole disc golf course, horse trails, riding arena, community center, activity building, youth center, preschool house, swimming pool, tennis courts, group picnic areas, playgrounds, ball diamonds for youth and adults, and soccer fields.

## **APPLICATION/SELECTION PROCEDURE**

Applications may be obtained from the Orangevale Recreation & Park District, 6826 Hazel Avenue, Orangevale, CA, 95662, or by calling (916) 988-4373, or on the District web site at [OVparks.com](http://OVparks.com). Please send BOTH completed District Application and Resume to [jennifer@ovparks.com](mailto:jennifer@ovparks.com), or deliver to: Jennifer Von Aesch, Finance & HR Superintendent / 6826 Hazel Avenue / Orangevale, CA, 95662. The application process will close at 5:00pm on Wednesday, July 24. (Note: resumes alone will not be accepted in lieu of the District's official application form.)

All applications will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. Those applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the application process. First-round interviews will take place on Friday, August 2.

## **RECREATION COORDINATOR – Aquatics**

**DESCRIPTION:** Under the direction of the Recreation Superintendent II, the Recreation Coordinator: plans, coordinates, and implements assigned recreation programs, classes, and special events; Is responsible for the recruiting, training, scheduling, evaluation and supervision of part-time and seasonal Recreation Department staff members; Provides excellent internal and external customer service.

**ESSENTIAL FUNCTIONS STATEMENT:** Essential functions and duties may include, but are not limited to the following:

- Promotes, plans, organizes, implements, and evaluates recreational and enrichment programs at District sites, schools, and private recreation facilities
- Coordinates daily operations of all assigned recreational and enrichment programs
- Recruits, hires, trains, instructs, schedules, and evaluates the performance of part-time Recreation Department personnel and program volunteers
- Reviews and approves timecards for part-time recreation staff

- Prepares, organizes, and encourages participation in assigned programs and competitive sports leagues
- Recommends, requests and inventories supplies and equipment for Recreation Department
- Maintains an awareness of community needs for special programs and activities
- Prepares program related reports as requested by the Recreation Supervisor II
- Maintains all records, and completes other written work as related to this job
- Inspects program operation at each site or center
- Assists with the implementation, tracking, and reporting of Recreation Department's budget
- Attends and conducts meetings, training, and conferences applicable to recreation
- Assists in promoting, marketing, and outreach for the District via social media, and website maintenance; assists with marketing and outreach via printed materials including the Activity Guide
- Assists with the supervision of facility scheduling for District recreation programs, community organizations, and individuals using District facilities

**Knowledge of:**

- Principles of supervision, training, and performance evaluation
- How to communicate clearly, concisely, and effectively, both orally and in writing
- Management practices, customer service, planning, policy, and program coordination
- Use of office equipment, including personal computers
- Safety practices for program participants and staff in assigned areas

**QUALIFICATIONS:**

- Knowledge of basic psychology, techniques, and methodology of organizing groups in a recreational setting; skills in training procedures; thorough knowledge of various special recreational programs; ability to work harmoniously and cooperatively with fellow employees and the public; ability to train and certify personnel
- Ability to make effective presentations to the public, District staff, and community partners, etc.

**EDUCATION AND EXPERIENCE:**

Required:

- Possession of Standard First Aid and Cardiopulmonary Resuscitation certification
- Two years of paid work experience in organized recreation or other related field
- Computer experience is necessary
- For AQUATICS ONLY: Possession of American Red Cross Lifeguard and Lifeguard Instructor Certifications

Highly Desirable:

- Graduation from a college or university with a four-year degree in recreation, sports or business administration or other related field
- One-year equivalent staff supervisory experience

Desirable:

- For AQUATICS ONLY: Possession of American Red Cross Instructor Trainer Certifications
- For AQUATICS ONLY: Possession of AFO and/or CPO Certification

**SPECIAL REQUIREMENTS:**

- Possession of a valid California Driver's License and good safe driving record and proof of insurability is required
- Successful candidates for employment will be required to undergo a medical examination and drug screening administered by a County of Sacramento Health Services Department doctor, who will make a recommendation to the District regarding the candidate's fitness and ability to perform the essential functions of the position
- Passing the physical examination and drug screening is a pre-requisite for employment

**PHYSICAL REQUIREMENTS:**

- Essential functions may require maintaining physical condition necessary for moderate lifting, bending, stooping, and sitting for long periods of time at a workstation
- May at times require physical exertion in connection with athletic activities or carrying/lifting equipment or supplies weighing up to 50 pounds
- Many essential duties of this job are performed in an outdoor environment with exposure to varying climate and temperature conditions including exposure to sunlight, standing and walking on uneven surfaces, continuous contact with patrons, and exposure to loud noises.
- AQUATICS ONLY: essential duties include tasks performed on slippery wet surfaces, in the water, and occasional submerged in up to 13 feet of water.

**Equal Opportunity Employer**

Orangevale Recreation and Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Orangevale Recreation and Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.