



Greater Vallejo Recreation District
395 Amador St.
Vallejo, CA 94590
www.gvrd.org

*"Building community and enhancing quality
of life through people, parks, and programs."*

Job Posting

The Greater Vallejo Recreation District invites applications for the position of:

Recreation Technician (Part-time)
GVRD Mare Island Sports Complex
Deadline for applying:
Friday, October 13, 2017

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, assists in organizing and supervising a wide variety of recreation services, including before and after school recreation programs, aquatics program, summer and holiday camps, adult and youth sports, instructional classes, and special events; prepares publicity materials; performs other related activities as assigned.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions

1. Organize and schedule activities in all areas of recreation including sports, before and after school programs, aquatics, teens, and special events.
2. Participate in recruiting, interviewing, and selecting various part-time staff; supervise and evaluate staff members and volunteers as assigned, coordinate and provide training.
3. Assist in the development of age appropriate recreation programs and activities; implement in assigned program. Enforce safety and operating procedures;
4. Maintain PEAK registration system including, family accounts, program status reports and program maintenance. Receive and record payment in PEAK for program participants, and prepare attendance reports.
5. Perform a variety of data entry and reconciliation functions; input data from various sources; input corrections and updates; verify data for accuracy and completeness.
6. Create flyers, posters, public service announcements, and other material to promote programs to increase community awareness and individual participation.
7. Identify community recreation needs and program to fulfill them. Monitor the progress and effectiveness of programs and recommend necessary changes.
8. Provide quality customer service to participants in all recreation programs including resolving complaints; and returning phone calls in a timely manner.
9. Before and after school assignment includes maintaining subsidized family accounts from Solano Family and Children Services (SFCS), and Professional Association for Child Education (PACE-APP), billing, filing.

QUALIFICATIONS

Knowledge of:

1. Principles and methods of establishing recreation programs in general or in an area of specialization;
2. Computer programs such as Word and Excel. Knowledge of other computer programs is desirable.

Ability to:

1. Exercise sound independent judgment within general policy guidelines;
2. Motivate and provide encouragement for participation in recreation programs and team environments;
3. Ability to write reports and keep accurate records;
4. Understand and follow verbal and written directions;
5. Communicate effectively both orally and in writing with a variety of personnel and establish effective working relationships;
6. Effectively manage designated operations and supervise assigned personnel; work safely and enforce safety procedures.

Experience:

Two years experience in planning, developing, and supervising recreational programs.

Education:

Two years of college with studies in the field of recreation or a closely related field.

License or Certificate:

- Possession of valid California driver's license and maintenance of an acceptable driving record while employed.
- First Aid and CPR Certification, or ability to obtain certification within 6 months of hire.

Additional Certificates required for working in Aquatics:

- Possession of a valid Water Safety Instructor certificate issued by the American Red Cross or equivalent;
- Possession of a valid Lifeguard Instructor, (all inclusive) certificate issued by the American Red Cross or equivalent;
- Possession of a certification, or completion of, requirements under Title 22 of the Health Code;
- Possession of, or ability to obtain, AFO or CPO Certifications or equivalent.

Environmental Conditions:

Work in both indoor and outdoor recreational facilities and program areas, inclement weather conditions, and around young children.

Physical Conditional:

Essential and marginal functions may require maintaining physical condition necessary for swimming, running, walking, light to moderate lifting, bending, kneeling, stooping, crouching or crawling; standing or sitting for extended periods of time, and reaching above shoulder level to assemble equipment or hang banners.

Application Process:

To be considered for this job opportunity, please submit an employment application, resume and cover letter by Friday, October 13, 2017. ***Resumes submitted without the required District employment application will not be considered for employment.*** Forward your materials to the main office, 395 Amador Street Vallejo, Ca 94590.

If you have any questions regarding this position, please contact:

Andrea Salvador

Recreation Coordinator

GVRD Mare Island Sports Complex

(707) 980-8001

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