

THE CITY OF LEMOORE

Invites Applications For

PART TIME RECREATION COORDINATORS

\$15.00 PER HOUR 20-32 HOURS PER WEEK

Date Closed: Friday, March 19, 2010 at 2:00 PM

THE POSITION

The City of Lemoore is currently seeking two enthusiastic individuals for the part time positions of Recreation Coordinator. Under the supervision of the Parks and Recreation Director, the Recreation Coordinator will be responsible to organize, implement, and supervise recreation programs classes and events for preschoolers, children, teenagers and adults. Recreation Coordinators are expected to exercise judgment and initiative of their assigned programs.

Coordinates the implementation of recreational activities which may include afterschool programs, teen programs, mentoring, youth sports programs, adult sports programs, youth and teen dances, aquatics, prepare schedules, supervise and train other part time employees; recruit and register community members for recreation programs; prepare reports; maintain records related to recreation programs; recommend new recreation programs; enforce rules and regulations to assure the safety of participants; prepare promotional material, program evaluations and correspondence; coordinate recreation activities with outside community agencies and organizations; serve as liaison with assigned community youth and adult organizations. **Employees will perform related duties and responsibilities as assigned. Position will require flexible day and evening hours which will be determined by the season and the number of day and evening events. These hours could include holidays, and seasonal weekend work.**

DESIRABLE QUALIFICATIONS

The Recreation Coordinator is an excellent opportunity for a creative individual who can work in a fast paced and changing environment who desires to provide the public with the best possible experience. Candidates should have demonstrated ability to work effectively with public, schools, community groups and other agencies. Must have knowledge of recreation activities suitable for children, adolescents and adults; techniques used in public relations and customer service; skills to operate modern office equipment especially computers; perform recreation planning and coordinating work involving the use of independent judgment and personal initiative; ability to communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive harmonious working relationships with those contacted in the course of work; Spanish and English speaking desirable.

MINIMUM REQUIREMENTS:

One years of recreation and community group athletic program experience, public relations or related field or extensive volunteer leadership or any combination of training, education experience knowledge skills and abilities that would allow an individual to proficiently perform the duties of the position. Such a combination should include a minimum 60 college units with (2) years experience in the areas referenced above.

APPLICATIONS:

Applications may be obtained from and submitted to:

City of Lemoore
Human Resource Department
119 Fox Street. Lemoore CA 93245
(559) 924-6767

Qualified internal employees are encouraged to apply.

ONLY THOSE APPLICATIONS RECEIVED BY 2:00 PM FRIDAY, MARCH 19TH, WILL BE COSIDERED. POSTMARKS ARE NOT ACCEPTABLE. Any material, resume, or written statement you think desirable may be included for additional information.

For the successful candidates employment will be pending the successful completion of a background check