



CITY OF PATTERSON, CALIFORNIA
EMPLOYMENT OPPORTUNITY
EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF HUMAN RESOURCES
1 PLAZA, PATTERSON, CA 95363
(209)895-8011

**INVITES APPLICATIONS FOR THE POSITION
PART-TIME RECREATION SPECIALIST**

SALARY

\$17.75 - \$18.75 Hourly

OPEN: June 21, 2024

DEPARTMENT: Recreation & Community Services

RECRUITMENT: Internal and External Candidates

DEADLINE TO APPLY: July 12, 2024 at 5:00 PM

TO APPLY: Apply at www.pattersonca.gov

PRINCIPAL DUTIES:

Under supervision of the Recreation Supervisor, the Recreation Specialist will implement a wide range of programs that foster community development. Duties include, but are not limited to: Organize youth and adult sports programs including advertising events, creating game schedules, rosters and placing equipment orders etc.; organize and implement coaches, parents and referee clinics sanctioned by the National Alliance for Youth Sports; work cooperatively with volunteers and community organizations to build coalitions that will improve services and programs; develop public relations materials and alliances with the media for the marketing of programs and the benefits of recreational programs to the participants and the community; develop, implement and monitor a program budget and prudently allocate resources to accomplish program activities; assist with training and retention of P/T recreation staff; and perform related duties as assigned.

This position is established for 19 hours a week, but will vary depending on programming needs and will be working weekdays, evenings, weekends, and holidays.

MINIMUM QUALIFICATIONS:

Must be 18 years of age or older.

Education: Must have a High School Diploma or GED equivalent.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Setting up fields, mediating between parents, coaches, and referees as necessary and supervise games and practices. Assisting with the training of coaches, parents and referees through clinics sanctioned by the National Alliance for Youth Sports. Scheduling of P/T staff for games and practices.

LICENSE OR CERTIFICATES:

Must possess a valid Class C driver's license

Completion of First Aid within one year of employment

CPR certification within one year of employment

KNOWLEDGE AND SKILLS: Routine office practices and procedures. The use of basic office equipment including personal computers.

ABILITY TO: Understand and carry out oral and written directions. Communicate courteously and effectively with the general public. Ability to speak Spanish is desirable.

DESIRABLE SKILLS: Working with youth, sports, crafts, or activity experience; organizational skills; ability to speak Spanish.

Prior to appointment, eligible candidates will be required to submit to and successfully pass a medical examination, drug screen and background investigation, which will include fingerprinting.

The City of Patterson is an Equal Opportunity Employer