



JOB ANNOUNCEMENT

RECREATION SPECIALIST

RECREATION AND FACILITIES

Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

DEADLINE FOR APPLYING: Thursday, August 27, 2026

APPLY ONLINE: at <https://www.governmentjobs.com/careers/norfun/>. Must attach a *current DMV printout when applying and complete the Questionnaire*. Current employees contact the HR office for instructions on how to apply.

BASIC FUNCTION: Assigned to a community center. Assists Recreation Manager with various recreation, facilities, aquatics, and sports programs to include planning, development, and implementation, along with overseeing employees and/or volunteers and working with the participants and the public. Will also be assigned to overseeing facility reservation insurance.

STARTING RATE: \$24.86 - \$27.41 per hour + benefits

MAXIMUM POSITION RATE: \$33.32 per hour

HOURS: 40 hours per week, typically Monday – Friday, 8am to 5pm but schedule varies dependent on program and facility needs including frequent evenings and weekends.

QUALIFICATIONS: Equivalent to two years college related to recreation or sports and three years related experience in organization and implementation of assigned activity or sports program. Must possess organization and leadership skills and have a strong background in the specific sport and/or activity. Experience with insurance preferred. *Or an equivalent combination of training and experience which provides the capabilities to perform the duties described.* Expected to assist with the Aquatics program. *Prefer aquatic certifications* upon hire, otherwise will be required to obtain, within 18 months of employment, the Lifeguard (LG) and Water Safety Instructor (WSI) certifications, and upon 2 ½ years, the Lifeguard Instructor (LGI) and Water Safety Instructor Trainer (WSIT) certifications. Knowledge of public recreation principles and methods; personnel practices; recreational, and social and cultural needs of all age groups; rules and regulations specific to the assigned activity/sport; customer service principles; and related computer operations. Must be able to provide direction to staff, participants and/or the public; conduct and coordinate assigned sport activity; maintain program costs within budget; establish, relate and maintain good working relationships with supervisor and associated program staff, participants and parents; interact courteously with participants, parents and the public; communicate effectively both orally and in writing and understand and follow instructions; exercise sound judgment within District policy; work on location at a community center, parks or other facilities, and in various types of outdoor weather conditions; operate computers and use related software applications; and accommodate program schedule to include afternoon, evening and/or weekend work hours. Must possess a valid California driver's license, current auto insurance, and driving record must comply with District safety standards. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to feedback from a supervisor.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work activities are performed on location in an indoor and/or outdoor work environment dependent upon work assignment, to include a community center, park, aquatic facility, gymnasium, school or other facility. Performs physical activities that may require carrying items and lift up to 50 lbs. Frequently exerts a moderate to considerable amount of physical effort involving swimming, sitting, standing, walking, bending, and kneeling. Must have the ability to see and hear with sufficient acuity (sharpness, clearness, and keenness). Performs frequent grasping, fine and gross manipulation in writing, use of a telephone, keyboard, and hand tools, and coordinates eyes, hands and fingers in repetitive tasks. Frequently stooping, and exerting sufficient force to lift, carry, push, pull or otherwise move objects. Exposure to unpleasant and potentially hazardous chemicals and loud noises. Drives from site to site; provides physical instructions to others, and communicates regularly with supervisors, staff, volunteers, participants, parents and the public. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting
- Must submit to a post offer medical exam, functional capacity exam and drug screen
- A valid California Class C driver's license and current Auto Insurance throughout employment and driving record must comply with District safety standards.
- Must submit verification of your identity and citizenship or legal right to work in the United States.

DUTIES AND RESPONSIBILITIES: Dependent upon the specific program, activity, and/or facility assigned to, the following represent the typical duties and responsibilities of this position. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

1. Assists recreational activities, sports, and other related activities at a park, community center, school, or related facility, as assigned.
2. Trains and coordinates staff work assignments, assists, or hires qualified individuals, orients staff to their job responsibilities, and reports on potential or actual performance issues.
3. Ensures employees, volunteers, and contract individuals are professional toward participants, staff, supervisors, and spectators and interact with various age groups, organizations, and recreation users.
4. Receive and respond to complaints from staff, participants, and the public; provide information and assistance to participants and the public and may assist with participant surveys.
5. Recommend new programs or modifications to programs and activities.
6. Maintains facility rental insurance records and works closely with patrons.
7. Operates a computer and utilizes specialized software, prepares and maintains schedules, correspondence, calendars, records, and reports.
8. Ensure all recordkeeping, reports, testing and all paperwork are completed correctly and submitted on time following established guidelines.
9. Responsible for the security of the facility, and the use of the keys and alarm code to open and close the program facility.
10. May require facility setup or take down for specific programs and activities.
11. Inventory, purchase, and prepare equipment for programs as needed.
12. Reports accidents and unsafe conditions as they occur.
13. Conduct, attend, and/or participate in required meetings and trainings.
14. Maintains the required safety training for the position.
15. Assist with coordinating and/or conducting lifeguard training, water safety training and any other training within District and Red Cross certification guidelines and will work with maintenance staff to maintain water quality at each pool.
16. Performs other related duties as assigned.

DISTRICT EXPECTATIONS OF THIS POSITION / QUALITY ASSURANCE:

- Consistently reports to work on time prepared to perform job duties
- Prioritizes and performs duties as workload necessitates
- Communicates regularly with supervisor about program
- Provides outstanding customer service
- Maintains respectful attitude
- Interact with customers and co-workers in a positive and courteous manner
- Responsible for the efficient and effective delivery of services.

FULL TIME BENEFITS INCLUDE:

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| • VACATION, SICK AND HOLIDAYS. | • TRAVEL INSURANCE |
| • MEDICAL, DENTAL, AND VISION INSURANCE | • DISABILITY INSURANCE |
| • CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CAL-PERS) | • WORK-LIFE BALANCE |
| • GROUP LIFE INSURANCE | • EMERGENCY TRAVEL |
| | • SOCIAL SECURITY |

EQUAL OPPORTUNITY EMPLOYER

NORTH OF THE RIVER RECREATION AND PARK DISTRICT, 3825 RIVERLAKES DRIVE, BAKERSFIELD, CA 93312 661-392-2000 www.norfun.org

RECREATION SPECIALIST – Recreation & Facility

SUPPLEMENTAL QUESTIONNAIRE

APPLICANT: _____ **DATE:** _____

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.

☐ **Yes, I understand and agree**

☐ **No, I do not agree**

1. Describe any experience developing, implementing, and evaluating programs for youth, adults, or other populations. Include the types of programs you've coordinated and your responsibilities.
2. Describe any experience coordinating, leading, or supervising employees and/or volunteers. Include the number of individuals you supervised and your responsibilities.
3. Describe any experience working with schools, community organizations, instructors, sports organizations, or other community partners to develop, coordinate, or provide programs. Include your role and responsibilities.
4. Describe any experience opening or closing, coordinating, or ensuring facilities were prepared for programs or events.
5. Describe any experience reviewing, processing, or coordinating insurance documentation, such as Certificates of Insurance (COIs). Include your role and responsibilities.
6. Describe any experience working in or overseeing aquatics programs. Include any experience with swimming lessons, recreation swim, pool rentals, pool operations, water quality, staff scheduling, or aquatic safety.
7. This position is scheduled for 40 hours per week and will include working evenings and weekends for programs that will require adjustments to the Monday through Friday work schedule as needed. Will you have any problems with accommodating this work schedule?