



**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.

## 2024 NOR SPRING AND SUMMER CAMPS

### RECREATION COORDINATOR

OPEN UNTIL FILLED

Recreation Coordinators are needed to work in NOR's Spring and Summer Day Camps. The activities are for children ages 6 -12. Participants choose between the activities provided daily. The camps are weeklong sessions. The Spring camp will be held March 25<sup>th</sup> – 29<sup>th</sup> with orientation on March 11<sup>th</sup>. Summer Camp starts June 5<sup>th</sup> and goes through August 2<sup>nd</sup>. Camps are scheduled for Monday through Friday from 7:15am – 6:00pm at Greenacres Community Center. The Recreation Coordinator oversees and/or coordinates the Spring and/or Summer Camp Program. Will plan and implement activities for children 5-12. Activities include sports, arts & crafts, music, cooking, games and much more. All camp staff will wear camp t-shirts and name tags provided by NOR.

HOURLY RATE: \$16.50

HOURS: 7:00am – 6:30pm, 40–50 hours per week.

**QUALIFICATIONS:** Minimum 21 years of age; possess organization and leadership skills; and two years' experience in recreation or a related field. Experience in supervising, instructing, teaching customer service, and using a computer is highly desired. Must know how to develop, organize, and coordinate an assigned program and/or activity. Must be able to work the full program and attend mandatory staff meetings; communicate effectively and provide direction, instruction, and/or teach staff and/or participants; establish, relate and maintain good working relationships with supervisor and co-workers; work in close communication with the supervisor; interact courteously with youth and/or adult participants, parents, and the public; and understand and follow written and/or oral instructions. Requires certification in CPR and First Aide or can obtain certification during and/or prior to the end of the program.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** May include any or all of the following, dependent upon the assigned program and/or activity. Assignments can include an indoor and/or outdoor work environment. Assist with facility set-up, take downs, and clean up that includes some lifting. Required to regularly communicate, receive, and respond to complaints from staff, participants, 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DUTIES AND RESPONSIBILITIES:** The following represent the typical duties and responsibilities of this position.

**ESSENTIAL JOB FUNCTIONS:** Will work closely and meet regularly with supervisor and provide on-site supervision of an assigned program; will direct the program staff, and/or participants; will report on potential or actual performance issues to the supervisor; will coordinate, develop, and implement program related activities; will coordinate and/or assists with program activity set-ups, take-downs, and clean-up; will insure employees and volunteers are professional toward participants, staff, supervisors and the public; will provide information and assistance to participants and the public; and reports accidents and unsafe conditions as they occur. May recommend new programs or modifications to programs and activities; check in and checkout procedures for program staff and participant; maintenance of master calendar; assist in program related training for staff and participants; assist in the evaluation of the work performance of program staff under their direction; and assist with participant surveys. Must maintain the required safety training designated for this position. Performs other related duties as assigned.

**CONDITIONS OF EMPLOYMENT WITH THE DISTRICT:**

A job offer is contingent upon the successful completion of a State of California, Department of Justice criminal background check; submitting documentation verifying identity and legal right to work in the United States; must be able to obtain and retain a Work Permit throughout employment, if under age 18; and must have completed or complete required training of Anti-Harassment and Child Abuse Mandated Reporter Training prior to starting.

**DISTRICT EXPECTATIONS OF POSITIONS:**

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

### AN EQUAL OPPORTUNITY EMPLOYER





PERSONNEL OFFICE  
3825 Riverlakes Drive, Bakersfield, California 93312  
Office (661) 392-2000 [www.norfun.org](http://www.norfun.org)

**AN EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration without regard to sex, marital status, race, age, creed, national origin, color, religion, mental or physical disability, veteran status, medical condition, sexual orientation or any other legally protected status.

<b>POSITION APPLYING FOR:</b>	<b>TODAY'S DATE:</b>
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**HOW DID YOU HEAR ABOUT THIS JOB OPENING?**  Friend/Relative: \_\_\_\_\_  Walk-in  Newspaper  
 District Website  Other internet site (please specify): \_\_\_\_\_  Other (please specify): \_\_\_\_\_

**APPLICATION INSTRUCTIONS**

- This application must be filled out completely.** Incomplete or illegible applications will be rejected. Applications must be received in the Personnel Office no later than the date and time noted in the job announcement.
- Notify the Personnel Office immediately if you have a change of address, phone, or employer.
- Resumes may be attached to application but are not to be substituted for completing any section of this application including writing "See Resume."
- You must submit any material that is required with your application. Any material submitted during the application process becomes the property of the District unless otherwise specified in the job announcement. Applicants who wish to retain copies must make their copies prior to submitting the materials.
- Please complete the attached Applicant Data Record. Avoid any other reference to religion, politics, race or nationality.
- A separate application is required for each position.
- Applicants meeting the minimum qualifications for the position will receive a supplemental questionnaire and/or will be contacted to proceed with the recruitment.

**APPLICANT INFORMATION**

**PRINT NAME:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_  
**HOME ADDRESS:** \_\_\_\_\_  
Number Street City State Zip Code  
**E-MAIL:** \_\_\_\_\_ **What's the best phone number to reach you at?**

*The best number to reach you would be (check any that apply):* Home \_\_\_ Cell \_\_\_ Business \_\_\_ E-mail \_\_\_

**Availability for Employment:** List the days and hours you are available to work.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are there any times that you are not available to work? Be sure to consider family vacations, summer school, etc.

Have you ever worked for North of the River Recreation & Park District?  Y  N | Have you ever applied for NOR?  Y  N  
If yes to either of the above, list date(s): \_\_\_\_\_ What Position(s)? \_\_\_\_\_  
List any different name(s) used: \_\_\_\_\_

Do you have any friends or relatives working for NOR?  N  Y Name(s) and relationship: \_\_\_\_\_

Are you over 18 years of age?  Y  N If under 18, can you, after an offer of employment, submit a work permit?  Y  N

**Have you ever been convicted of any offense other than a minor traffic violation?**  Y  N  
**If yes,** briefly describe below, or on a separate piece of paper or complete the district's Conviction Review form and attach to this application.  
*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

**EDUCATION AND TRAINING**

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Graduated:  Yes  No Passed GED Test:  Yes  No  
Name / location of High School (City and State): \_\_\_\_\_

Colleges, Universities, Business or Trade Schools *List all applicable to this position.*

Name of School	Course Of Study	Years Completed	Degree Or Diploma

List additional training, skills, and extracurricular activities related to this position.

Certificates, Memberships, or Professional Licenses **related** to position (per CA H&S Code 124235, Youth Sports Positions must complete Concussion Training and provide documentation prior to start date):

**EMPLOYMENT HISTORY** (A RESUME WILL NOT BE A SUBSTITUTE FOR THIS SECTION)

Start with present or last job. **EXPLAIN ANY GAPS BETWEEN EMPLOYMENT.** Include military service assignments, volunteer activities, student period, or other special experience. Exclude organizations which indicate race, color, religion, sex, national origin or disability, or any other legally protected status. A resume may be attached, but will not be a substitute for the information required in this section.

How many years of experience do you have in relation to this position? PAID: # \_\_\_\_years OR UNPAID: # \_\_\_\_years

Employer	City, State, Phone #	Work Performed	Dates Employed	Reason for Leaving

If you have NO previous employment, please provide two adult references. (do not use family members for references)

Reference Name	Phone #	How do you know him or her?	For how long?
1.			
2.			

**APPLICANT'S STATEMENT**

**Please read carefully**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District's designated representative.

I understand that a job offer would be contingent upon the following: I must submit proof of U.S. citizenship or legal right to remain and work in the United States and a criminal records check will be required through fingerprinting. I may be required to pass a physical examination and / or alcohol and drug screen.

I further understand, that I am required to abide by all rules and regulations of the District throughout my employment.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**PERSONNEL USE ONLY:**



# APPLICANT DATA RECORD

To further its commitment to Equal Employment Opportunity, the District requests that applicants voluntarily provide the following information. This data will be kept in a confidential file separate from the Application for Employment solely for research purposes only to help us comply with government record keeping, reporting and other legal requirements. All information will be used in accordance with the state and federal regulations. Your cooperation in providing this information is essential to the success of the research and evaluation program.

*Please print or type.*

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_

AGE: \_\_\_\_\_ SEX:  Male  Female

RECRUITMENT RESEARCH: We would appreciate information on how you heard about this job opportunity in order to help us determine what the most effective recruitment source is. Please check one or more.

<input type="checkbox"/> Walk-In	<input type="checkbox"/> District Website: <a href="http://www.norfun.org">www.norfun.org</a>
<input type="checkbox"/> Newspaper (please specify):	<input type="checkbox"/> Other Internet Site (please specify):
<input type="checkbox"/> District Employee - name:	<input type="checkbox"/> Job Fair/Recruiter – (please specify event):
<input type="checkbox"/> Friend or Relative - name:	<input type="checkbox"/> Employment Agency (please specify):
<input type="checkbox"/> School (please specify):	<input type="checkbox"/> Other (please specify):

EDUCATION: (Please check the highest level achieved)

- Not a High School Graduate
- High School Diploma/GED

- Some College: How many years: \_\_\_\_\_
- Bachelor's Degree: Major: \_\_\_\_\_

ETHNIC ORIGIN: (Please check one)

- White / Caucasian
- Black / African/American
- Hispanic
- Filipino

- American Indian / Alaskan Native
- Asian / Pacific Islander
- Other: \_\_\_\_\_