

**Hayward Area Recreation & Park District
Hayward, CA**

Recreation Coordinator II - Special Needs
\$80,779.44 - \$98,187.84

Are you interested in making a significant difference in the lives of individuals in our Special Needs Community? At HARD, we are currently seeking a highly skilled and certified Therapeutic Recreation Coordinator II to take charge of our Adaptive Recreation Program.

As the Recreation Coordinator II, you will have the responsibility of overseeing the Sorensdale Adult Center, which operates as a vendor for the Regional Center of the East Bay. This center caters to the needs of 100 intellectually disabled adults, providing a wide range of classes and activities focused on health and wellness, arts, academics, gardening, community outings, and life skills development. Additionally, you will be responsible for coordinating adaptive recreation classes open to the general public, with a focus on health and wellness, art, and aquatics. You will also play a crucial role in managing HARD's Access for All and Inclusion program, ensuring that individuals with special needs receive the necessary support and accommodations in our general recreation offerings. Moreover, you will be involved in exploring and managing grant opportunities associated with the Special Needs Program.

To excel in this role, we are seeking an individual who embodies patience, compassion, and a genuine passion for working with the Special Needs Community. We are looking for someone who is resourceful, possesses a visionary mindset, and can unleash their creativity to develop and implement an impactful program. Furthermore, we value commitment to staying up-to-date with the latest best practices in Therapeutic Recreation.

If you are ready to make a profound and lasting impact, we encourage you to apply for this position.

Here are the details about the positions:

- Available Positions: 1
- SEIU Full-Time, Benefits Eligible, Exempt Position
- Work Schedule: 40-hours per week, Monday – Friday. Some evenings and weekends may be required.
- Work Hours: 8:30AM – 5:00PM
- Annual Salary: \$80,779.44/year - \$98,187.84/year

Filing Deadline for this position is July 29th. This posting may close at any time.

DEFINITION

Under general supervision to plan, organize and direct recreational programs or activities in the District; to perform day-to-day operational management, to provide high-quality customer service and to do related work as required.

DISTINGUISHING FEATURES

This professional level class is assigned responsibility for managing and maintaining multiple recreational programs. The incumbent directs recreation leaders and volunteers and oversees all operations at assigned facilities. This class is distinguished from the Recreation Coordinator I in

that the latter has responsibility for a specific program area. It is further distinguished from the next higher classification, Recreation Supervisor, in that the former provides direct management and day-to-day oversight of his/her respective programs, whereas the latter, through subordinate reports, directs the activities of a major category of recreational programs.

EXAMPLES OF DUTIES

- Supervises and personally participates in the planning and conducting of various program activities, including preparation of program content, publicity, scheduling, procedures, development, determination of staffing, equipment and facility needs, selection, assignment and training of personnel, and coordination with groups concerned.
 - Directs subordinate personnel through progressive work assignments and work review; with a goal of development of professional competence in various fields of recreation.
 - Reviews and evaluates procedures, forms, and other systems regarding general administrative activities and recommends revisions as needed.
 - Performs various special administrative assignments as directed.
 - Prepares budget recommendations for recreation program personnel, supplies, programs and equipment.
 - Attends staff meetings.
 - Selects, trains, supervises and evaluates subordinate staff, volunteers, and contract employees.
 - Represents the District at professional and community meetings.
 - Coordinates maintenance and safety for assigned facilities.
 - Keeps records of work performed, hours worked, tracks revenues and expenditures for programs.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Qualifications

MINIMUM QUALIFICATIONS

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of four-year college degree or equivalent with specialization in recreation or a closely related field.

Experience:

The equivalent of one-year full-time experience as a Recreation Coordinator I in the Hayward Area Recreation and Park District service.

OR

The equivalent of two years full-time paid experience planning, organizing and directing recreational programs or activities, one year which must have included experience managing a major program including facility operations. (Additional experience may be substituted for the education on a year for year basis.)

License:

Candidates must possess a valid California Motor Vehicle Operator's License and a good driving record.

Age Requirement:

Must be at least 18 years of age at time of hire.

Special Requirements/Certifications:

- Cardio-Pulmonary Resuscitation, AED and First Aid Certificate within six months of employment

For Aquatics Program:

- American Red Cross Instructor/Trainer in the following courses:
- Water Safety Instructor/Aid
- Lifeguard Training
- National Recreation and Park Association Aquatic Facility Operator Certification or Certified Pool Operator Certification within six months of employment.

For Adaptive Recreation:

- Therapeutic Recreation Degree and Certification as a Therapeutic Recreation Specialist

KNOWLEDGE & ABILITIES

Knowledge of:

- The assigned recreation program areas.
- Specific rules and regulations of the assigned program areas.
- Proper equipment and tools required for the assigned program areas and materials and their uses.
- Principles and practices of program oversight.
- Computer applications related to the work.
- First Aid principles and practices.
- Principles of personnel management and supervision.
- Basic budget requirements for program areas.

Ability to:

- Prepare budget recommendations for the program areas.
- Plan, organize and implement programs.
- Prepare reports, maintain files and records.
- Lead, motivate and direct the work of others. Manage performance of direct reports.
- Communicate effectively, both orally and in writing.
- Coordinate and conduct required training.
- Prepare budget recommendations for program personnel, supplies and equipment.
- Maintain records and reports.
- Establish and maintain cooperative relationships with those encountered in the course of work.
- Withstand sustained periods of sitting while intermittently operating keyboards, twisting and reaching to operate other equipment without incapacitating adverse effect.
- Safely transport and lift objects weighing up to forty (40) pounds.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data

using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve supplies and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment and in the field. When in the office, incumbents work in an environment with moderate noise levels, and controlled temperature conditions. When in the field, employees are occasionally exposed to loud noise levels, cold and/or hot temperatures, toxic/hazardous chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Depending on the incumbent's program assignment, there may be additional physical and environmental requirements not listed here.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

EEO/ADA

The Hayward Area Recreation and Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Hayward Area Recreation and Park District will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.