



## Job Description

**Title:** Recreation Program Specialist

**Dept:** Aquatics

**Starting Wage:** \$ 25/hr

**Status:** Part Time / Seasonal

### **JOB SUMMARY:**

The Recreation Specialist is responsible for planning, organizing, leading, and evaluating a variety of specialized recreational activities for the community. This position ensures programs meet the needs of diverse populations and promotes community engagement through inclusive and innovative recreation services.

**ESSENTIAL JOB FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

### **Key Responsibilities:**

- Plan, implement, and supervise recreational programs, activities, and special events for all age groups, including youth, teens, adults, and seniors.
- Oversee day-to-day program operations, including registration, scheduling, and facility coordination.
- Provide supervision and direction to part-time staff, volunteers, and program instructors.
- Develop and distribute promotional materials, including program brochures, flyers, and social media content.
- Maintain accurate program records, including attendance, budget tracking, incident reports, and evaluations.
- Coordinate use of facilities and equipment, ensuring they are safe and in good working order.
- Provide excellent customer service to participants, families, and the general public.
- Ensure compliance with safety guidelines, district policies, and risk management protocols.

Recreation Program Specialist: Approved by the Board of Directors September 23, 2025.

*This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives*

**1200 Myers Street, Oroville, CA 95965 (530) 533-2011**

**Qualifications:**

- Two (2) years of experience in recreation programming or a related area.
- Experience working with diverse populations in a community-based setting is preferred.
- CPR, First Aid, and AED certification (or ability to obtain within 60 days of hire).
- Background check and fingerprint clearance required.
- Knowledge of recreational programming principles and practices.
- Ability to develop and lead engaging and age-appropriate activities.
- Strong interpersonal and communication skills, both verbal and written.
- Strong organizational and time management skills.
- Ability to work evenings, weekends, and holidays as needed.

**Physical Requirements:**

- Ability to lift up to 40 lbs.
- Frequent walking, standing, bending, reaching, and outdoor activity participation.
- Must be able to work in a variety of environmental conditions (indoor/outdoor).

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