



Job Description

Title: Recreation Program Specialist
Dept: Recreation Department

Job Code: N/A
Starting Wage: \$ 20-22/hr

About Us: We are excited to offer an engaging opportunity as a Youth and Adult Sports Recreation Specialist intern at the Feather River Recreation and Park District. Our organization provides meaningful recreational experiences for our community members of all ages. We value creativity, teamwork, and the development of valuable skills in a supportive and dynamic environment.

Internship Overview: Under the guidance of the Recreation Supervisor, the Youth and Adult Sports Recreation Specialist intern will play a vital role in planning, organizing, and promoting our diverse range of recreation programs and special events. This paid internship offers the chance to gain hands-on experience in event coordination, program development, communication, and teamwork, all while contributing to the well-being of our community.

Key Responsibilities:

- Collaborate with the Recreation Supervisor to plan and execute recreation programs and special events for various age groups in the community.
- Assist in collecting and analyzing relevant information to support program development and scheduling.
- Support the scheduling and organization of youth programs and activities, ensuring the proper condition of equipment and supplies.
- Promote programs through effective digital/in-person communication and public relations efforts, showcasing their positive impact.
- Ensure the safety of participants, providing or supervising staff with first aid when necessary and maintaining safety regulations.
- Foster effective communication with supervisors, colleagues, parents, and participants.
- Demonstrate conflict resolution skills and effectively manage challenging situations.
- Maintain digital inventory of equipment and supplies and report to the Recreation Supervisor as needed.
- Attend staff meetings and participate in required training to enhance digital and professional skills.
- Carry out additional tasks as required to contribute to the success of the organization.

Qualifications and Skills:

- Minimum of one year of experience as a leader in various recreational activities.

Approved September 2023

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.

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- Strong knowledge of developmentally appropriate practices, equipment, and materials used in recreation programs.
- Excellent communication and public relations skills, with a focus on exceptional customer service.
- Valid State of California class 'C' driver's license and a satisfactory driving record.
- Current First Aid and CPR certificates, or the ability to obtain certification within three months of hire.
- Proficiency in general clerical duties, including typing, record-keeping, Office 365, and graphic arts.
- Ability to work both independently and as a productive team member.
- Skills in planning, organizing, and directing programs and special events.
- Ability to follow and effectively communicate verbal instructions.
- Strong interpersonal skills to establish and maintain effective working relations with colleagues and the public.
- Ability to complete necessary reports and adapt to changing work environments.
- Willingness to travel to various sites within the District and work irregular hours, shifts, or weekends.

Physical Requirements:

- Work is performed in both indoor and outdoor environments, exposed to varying temperatures and weather conditions.
- May involve lifting and carrying items weighing more than 50 pounds, including children.
- Ability to walk, stand, sit, kneel, crawl, bend, and climb for extended periods.

Application Process: If you are enthusiastic about contributing to a vibrant and community-focused organization and gaining valuable experience as a Youth and Adult Sports Recreation Specialist, we encourage you to apply. Please submit your resume and a cover letter highlighting your relevant experience and interest in the position to Chrisw@frrpd.com. For any inquiries, please contact Chris Wagoner at Chrisw@frrpd.com or (530) 533-2011

Join us in creating memorable and impactful recreational experiences for our community members while developing your skills and career.

We look forward to receiving your application!

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