



RECREATION COORDINATOR

City of Walnut, California

Salary: \$48,168 - \$61,500 Annually

Under general supervision, the Recreation Coordinator will develop and implement a wide range of programs that foster youth, teen and adult development, physical and mental activity that include, recreation activities, health and fitness programs, prevention programs, competitive athletic programs, and special events. This position will supervise staff and volunteers, participate in community problem solving, promote safety and security, and have the ability to be flexible and change plans based on the needs of the client that is being served. The Recreation Coordinator will be committed to professional development and perform related duties as required.

Develop community knowledge and build partnerships that will benefit youth, teen and adults of the community. • Plan, organize and implement leisure programs for youth, teen and adults that foster physical development, youth development, healthy living and cultural unity and community identity.

• Make resource allocation decisions based on program needs for personnel, equipment and materials. • Research trends, demographics and needs of youth, teen and adults to evaluate current programs and plan strategically for the future. • Participate in employee selection process and the training, supervision and evaluation of permanent staff, contract employees and volunteers. • Provide advisory support and act as liaison to committees, community organizations, and schools involved in youth, teen and adult recreation programs. • Develop, implement and monitor a program budget and prudently allocate resources to accomplish program activities. • Develop public relations materials and develop strategic alliances with media for the marketing of programs and promotion of the benefits of youth, teen and adult recreation programs to the participants of the community. • Work cooperatively with community organizations and agencies to build coalitions that will improve services and programs. • Prepare and present verbal and written reports to governmental agencies and community groups.

Three years of experience supervising youth, teen or adult recreation programs and activities in a recreation related field, AND a bachelor's degree in Recreation, Liberal Arts, or related field; OR five years of experience supervising youth, teen and adult recreation programs and activities in a recreation related field.

Applications may be mailed, emailed, or dropped off in person to Rosalea Layman: rlayman@cityofwalnut.org Applications can be obtained at the Walnut City Hall located at 21201 La Puente Rd., Walnut, CA 91789, or at www.cityofwalnut.org or by telephone at (909) 348-0703. Applications should be filed at Walnut City Hall, City Clerks Office, 21201 La Puente Rd., Walnut, CA 91789. All applicants must complete an official City of Walnut application form; failure to do so will disqualify an applicant from consideration. All applications and materials must be received no later than: September 1, 2022. Faxes will not be accepted and résumés will not be accepted in lieu of official City of Walnut applications. EOE (909) 348-0703 Website: www.cityofwalnut.org