RECREATION SPECIALIST

FULL TIME

$23.54 – $30.60 per hour

APPLICATIONS DUE Sunday, December 6, 2026

We are seeking a Recreation Specialist to support the District's recreation classes, Outdoor Education programs, adaptive recreation classes, and camps. In this role, the Recreation Specialist will take primary responsibility for coordinating assigned programs, working with contract instructors, supporting staff and volunteers, and ensuring activities run smoothly. The ideal candidate is organized, adaptable, and passionate about creating engaging and inclusive recreational opportunities for people of all ages and abilities.

We're looking for someone who demonstrates strong customer service and communication skills, can balance multiple priorities, and is comfortable taking initiative and solving problems. Experience coordinating recreation programs, working with contract instructors, organizing activities and events, or supporting community partnerships is highly desirable. Success in this position requires dependability, attention to detail, creativity, and a willingness to learn and grow.

Work Schedule: This is a full-time, 40-hour-per-week position requiring a flexible and variable work schedule, including evenings and weekends. Candidates must be willing and available to work varying shifts based on program needs. This is not a traditional Monday–Friday, 8:00 a.m.–5:00 p.m. position.

If you're passionate about recreation and ready to make a positive impact in your community, we'd love to hear from you. Interviews are anticipated during the week of December 14, 2026.

JOB SUMMARY

Under general supervision, conducts programs and coordinates activities of paid and volunteer Recreation Division personnel at assigned parks and facilities to provide opportunities and encourage and promote a healthy lifestyle for the residents of the community.

ESSENTIAL JOB FUNCTIONS

- Directly supervise and manage part-time employees, contracted instructors, and volunteers. To include onboarding, training, scheduling, initial review of timecards, HR related items while adhering to District guidelines, policies, and procedures.
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports.
- Coordinate events by scheduling staff, purchasing supplies, obtaining permits, etc.
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media.
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations.
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance.
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives.

- Demonstrate continuous effort to improve operations and streamline work processes within the District and outside organizations.
- Present to the Board of Directors on specific activities, events, and programs and provide input and data on projects to the Recreation Supervisor for staff reports.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money, make change, and prepare District reports.
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed adhering to District guidelines, policies and procedures.
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large.
- Ensure that areas of responsibility are within the budget; perform cost control activities; monitor revenues and expenditures to assure sound fiscal control; provide information and data for the preparation of the budget.
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or GED and one (1) year of experience working with recreation programs, or equivalent combination of education and experience. Some positions may require American Red Cross certifications: Lifeguarding, Standard First Aid, CPR for the Professional Rescuer and AED.

Special Qualifications:

Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, alcohol and drug screenings and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Knowledge of operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Ability to read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; draft reports, correspondence, and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

The noise level in the work environment is usually loud. This position may require overtime and adjusted schedules for special events and program related activities.

APPLICATION AND SELECTION PROCESS

Application forms may be obtained online at www.pvrpd.org

Application: Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience; attach additional sheets if necessary. Fill out the application completely and neatly; blank spaces may cause rejection. Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **A District application is required**. Resumes will not be accepted in lieu of a completed application.

Appraisal Interview: A job-related appraisal interview, for the top candidates, will be conducted to evaluate and compare participating candidate's knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Interviews will take place the week of December 14, 2026.

NOTE: The District does not reimburse applicants for travel, lodging, or other expenses resulting from their participation in the selection process.

Apply Immediately

APPLICATIONS DUE BY DECEMBER 6, 2026

ON-LINE APPLICATIONS PREFERRED

MAIL /DROP OFF/E-MAIL DISTRICT APPLICATION, AND ADDITIONAL FORMS TO:

Pleasant Valley Recreation and Park District
C/o Human Resources
1605 E. Burnley Street
Camarillo, CA 93010

Phone: 805-482-1996 x113
Email: kdrewry@pvrpd.org
Web: www.pvrpd.org

The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background /Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.

BENEFITS

- **Annual Merit Increases**
- **CalPERS 2% @ 62 (Unless qualified as a Classic Employee)**
- **District contribution to Health, Dental and Vision**
- **Vacation, Sick, and 12 paid Holidays**
- **District paid Life Insurance, Short/Long Term Disability, and AD&D policy.**