

CITY OF BUELLTON

RECREATION TECHNICIAN

Job Description

STATEMENT OF DUTIES:

Coordinates and implements recreation programs and rental activities at community facilities, parks, public places and special community events. Assists the Recreation Coordinator and Recreation Center Coordinator in providing a comprehensive recreation program for all age groups.

The Recreation Technician is responsible for coordinating and scheduling activities and programs provides staff and logistical support for events and programs. The Recreation Technician reports to and receives direction from the Recreation Coordinator and Recreation Center Coordinator.

SUPERVISION:

Under the direction of the Recreation Coordinator and Recreation Center Coordinator, the Recreation Technician develops, promotes, coordinates, and implements recreation programs under adopted policies and procedures.

EXAMPLES OF DUTIES:

Plans, organizes, implements, and monitors recreation programs, special events, and specialty classes; oversees the performance of routine maintenance; tracks and maintains all necessary records; participates in setup and takedown activities for programs and events; may supervise part-time and volunteer staff; and performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of facility management. Use of Windows-based software, including recreation applications, recreational or educational program development, program promotion, and principles and practices of exemplary customer service. Ability to: communicate effectively in both oral and written form; market and promote activities and events; take a proactive approach to problem solving; manage multiple programs and activities; use word processing programs and other computer software programs. Work hours include mornings, evenings, and weekends as needed. Possession of a valid California Driver License is required, Class B License is desirable. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Bending, stooping, kneeling, reaching, lifting and carrying approximately 40 pounds at waist high level. Frequent standing and walking required. High to moderate requirement for hand coordination, visual and cognitive abilities. Ability to hear clearly over distracting noise.

DESIRED EXPERIENCE AND TRAINING:

High school diploma required. Bachelor's degree is preferred. One year of experience in coordination of recreation activities or in a municipal recreation program desirable or any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements. First Aid/CPR certification and California Class B driver's license required within 6 months. Salary Range DOE: \$2,749 - \$3,343. This is a full-time position with benefits; medical, dental/vision, PERS 2% at 55, Aflac/FSA, vacation/sick/holiday accrual.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related duties as assigned by his/her immediate supervisor. Applicant must successfully pass a pre-employment physical, background investigation, and Live Scan. This position is considered non-exempt and is a regular full-time position.