



CITY OF COLTON EMPLOYMENT OPPORTUNITY

RECREATION SPECIALIST

Final Filing Date: Continuous

Salary: \$9.92 - \$10.93 per hour

SELECTION PROCEDURE

Includes, but is not limited to, the following: Submit a completed City of Colton application to (no facsimiles accepted):

Human Resource Office
552 N La Cadena Dr
Colton, CA 92324
(909) 370-5062
www.ci.colton.ca.us

- Applications will be carefully screened and the most qualified applicants will be invited to a selection interview.
- All successful candidates will be certified to an eligibility list good for one year.
- Appointment is contingent upon passing a pre-employment drug/alcohol screening and fingerprinting.
- The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the United States by providing required documentation.

THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

AA/EOE—The City of Colton encourages the application of bilingual persons, women, minorities and persons with disabilities. Upon request, the city will attempt to reasonably accommodate applicants with disabilities.

THE POSITION

Under the general supervision of the Recreation Services Manager, is responsible for planning and supervising various recreation programs. Schedules and supervises part-time staff and assists as is necessary with program development, budgeting, reporting and evaluation.

MINIMUM QUALIFICATIONS

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to acquire the knowledge and abilities would be:

Education and/or Experience: possess the equivalent of two years of increasingly responsible experience in a recreation program or closely related field including experience in the supervision of programs and employees. Must possess high school diploma or equivalent and at least one year of college level course work (experience may be substituted for education).

License/Certificate: : Possession of a valid class "C" California Driver's License.

Knowledge of: Philosophy of recreation, staff supervision and accepted recreation practices for various groups. Customer service philosophies and techniques.

Ability to: Establish and maintain effective working relationships with supervisors, subordinates and the public. Develop creative recreational programming. Promote programs through a variety of resources. Communicate clearly and concisely, both orally and in writing. Follow written and oral instructions.

ESSENTIAL FUNCTIONS

May include, but are not limited to the following:

- Development of programs and policies.
- Serve as liaison between the City of Colton and the public.
- Supervise staff; provide guidance, training and evaluations when appropriate.
- Develop creative recreational programming.
- Keep various records.
- Perform other duties as assigned.