



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

RECREATION COORDINATOR – HOURLY PART-TIME

DEADLINE FOR APPLYING: Open until filled

To apply online: <https://www.governmentjobs.com/careers/norfun/> or submit to the Personnel Office located at the District's Administrative Center, 3825 Riverlakes Drive, Bakersfield, Ca., 93312, a **District Employment Application (resume's will be accepted only with a completed Application), current DMV printout (for the Senior Services Coordinator position only), and Questionnaire**. Current employees can submit an Employee Job Interest Form and Questionnaire. The application or Job Interest form can be downloaded from the District's website at www.norfun.org, Human Resource, Current Opportunities or request from the Personnel Office at 392-2000.

BASIC FUNCTION: Under direct supervision, oversees and/or coordinates an assigned program and/or activity. Specifically needing one Coordinator for each of following district programs:
Junior Theatre – a new program in partnership with Rosedale School District's Expanded Learning Program (ELOP). Develop, modify and implement a youth theatre program by introducing concepts and developing talent within the ELOP participants. Will work with existing ELOP staff and direct Recreation Leaders. Sessions starting September 23, 2024, continuing through May 2025.

Senior Adult Center - programs include senior exercise programs, afternoon movies, senior marketplace and new programming and special events at the senior adult center.

HOURLY RATE: \$16.00 - \$18.00 per hour. DOE

HOURS: up to 29 hours per week, depending on program and facility needs.

Junior Theatre, Monday -Thursday, 12:45pm to 4:45pm.

Senior Adult Center, Monday – Friday, between 11am to 5pm.

QUALIFICATIONS: The following represent the typical qualifications required for this position Minimum 21 years old; possess organization and leadership skills; and two years of experience in recreation or a related field. Experience in supervising, instructing, teaching customer service, and using a computer is highly desired. Knowledge of developing, organizing, and coordinating the assigned program and/or activity. Ability to accommodate the program schedule; communicate effectively and provide direction, instruction, and/or teach staff and/or participants; establish, relate and maintain good working relationships with supervisor and co-workers; work in close communication with the supervisor; interact courteously with adult participants, families, and the public; and understand and follow written and/or oral instructions. May require driving for district purposes. If using a personal vehicle for district purposes, mileage will be reimbursed at the current IRS rate. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to correction and feedback from a supervisor.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Includes an indoor work environment at an elementary school (Junior Theatre) or senior adult facility, depending on assignment. May require driving, assist with facility set-up, take-downs, and clean-up, and some lifting. Performs physical activities that may require carrying items and lift up to 50 lbs. Frequently exerts a moderate to considerable amount of physical effort involving sitting, standing, walking, bending, stooping, and kneeling. Must have the ability to see and hear with sufficient acuity (sharpness, clearness, and keenness. Regularly required to communicate with staff,

participants and the public. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting.
- Must submit verification of your identity and citizenship or legal right to work in the United States.

Senior Services Coordinator

- Must submit to a post offer medical exam, functional capacity exam and drug screen.
- A valid California Class C driver's license and current Auto Insurance throughout employment and driving record must comply with District safety standards.

DUTIES AND RESPONSIBILITIES: Dependent upon the specific program, activity, and/or facility assigned to, the following represent the typical duties and responsibilities of this position. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

ESSENTIAL JOB FUNCTIONS

- Works closely with manager in providing on-site supervision of an assigned program and meets regularly.
- Recommends develops and implements new programs or modifications to existing programs and activities.
- Coordinates, develops, and implements program related activities.
- Coordinates and/or assists with program activity set-ups, take-downs, and clean-up.
- Insures employees and volunteers are professional toward participants, staff, supervisors, and the public.
- Provides information and assistance to participants and the public.
- Reports on potential or actual performance issues.
- Responsible for the security of the facility, and the use of the keys and alarm code to open and close the program facility.
- Reports accidents and unsafe conditions as they occur.
- Must maintain the required safety training designated for this position.

OTHER JOB DUTIES

- May assist in program related training for staff and participants as assigned.
- May perform various clerical functions as assigned.
- May maintain a master calendar as assigned.
- May assist in hiring qualified individuals, per District rules and regulations, as assigned.
- May assist in the evaluation of the work performance of program staff under their direction as assigned.
- May assist with participant surveys as assigned.
- Performs other related duties as assigned.

DISTRICT EXPECTATIONS OF THIS POSITION / QUALITY ASSURANCE:

- Consistently reports to work on time prepared to perform job duties.
- Prioritizes and performs duties as workload necessitates.
- Communicates regularly with supervisor about program issues.
- Provides outstanding customer service.
- Maintains respectful attitude.
- Interacts with customers and co-workers in a positive and courteous manner.
- Responsible for the efficient and effective delivery of services.

EQUAL OPPORTUNITY EMPLOYER

SUPPLEMENTAL QUESTIONNAIRE

Recreation Coordinator

APPLICANT: _____ DATE: _____

GENERAL INFORMATION

The completion of this supplemental questionnaire is required for your application to be considered for this position and is an integral part of the examination process. It will be used to assess your experience as it relates to the position. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

1. Which area of responsibility are you interested in applying for? Must provide the questions to the related area of interest below.

- Recreation Coordinator - Junior Theatre
- Recreation Coordinator - Senior Services
- Both

2. Describe your experience working with the public.

Senior Services

3. Describe your experience working with senior adults.

4. Describe any jobs you've had that required maintaining client confidentiality.

5. Describe your personal computer experience. List the different types of software you have used and any data entry experience.

Junior Theatre Program

6. Describe your experience working with children in grades 1-6.

7. Describe your training, education, and experience with theatre production, including any roles you've taken on such as directing, acting, stage management, or technical support (e.g., lighting, sound, set design).

8. Describe any experience teaching, instruction, or directing participants.

9. Describe any experience in a supervisory capacity.

10. Describe any experience developing planning materials for a program.



PERSONNEL OFFICE

3825 Riverlakes Drive, Bakersfield, California 93312
Office (661) 392-2000 www.norfun.org

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without regard to sex, marital status, race, age, creed, national origin, color, religion, mental or physical disability, veteran status, medical condition, sexual orientation or any other legally protected status.

POSITION APPLYING FOR:	TODAY'S DATE:
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How Did You Hear About This Job Opening? Friend/Relative: _____ Walk-in Newspaper
 District Website Other internet site (please specify): _____ Other (please specify): _____

APPLICATION INSTRUCTIONS

- This application must be filled out completely.** Incomplete or illegible applications will be rejected. Applications must be received in the Personnel Office no later than the date and time noted in the job announcement.
- Notify the Personnel Office immediately if you have a change of address, phone, or employer.
- Resumes may be attached to application but are not to be substituted for completing any section of this application including writing "See Resume."**
- You must submit any material that is required with your application. Any material submitted during the application process becomes the property of the District unless otherwise specified in the job announcement. Applicants who wish to retain copies must make their copies prior to submitting the materials.
- Please complete the attached Applicant Data Record. Avoid any other reference to religion, politics, race or nationality.
- A separate application is required for each position.
- Applicants meeting the minimum qualifications for the position may receive a supplemental questionnaire and/or will be contacted to proceed with the recruitment.

APPLICANT INFORMATION

PRINT NAME: _____ **HOME PHONE:** _____ **CELL PHONE:** _____
HOME ADDRESS: _____
Number Street City State Zip Code
E-MAIL: _____ **What's the best phone number to reach you at?**

The best number to reach you would be (check any that apply): Home ___ Cell ___ Business ___ E-mail ___

Availability for Employment: List the days and hours you are available to work.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are there any times that you are not available to work? Be sure to consider family vacations, summer school, etc.

Have you ever worked for North of the River Recreation & Park District? Y N | Have you ever applied for NOR? Y N
 If yes to either of the above, list date(s): _____ What Position(s)? _____
 List any different name(s) used: _____

Do you have any friends or relatives working for NOR? N Y Name(s) and relationship: _____

Are you over 18 years of age? Y N If under 18, can you, after an offer of employment, submit a work permit? Y N

Have you ever been convicted of any offense other than a minor traffic violation? Y N
If yes, briefly describe below, or on a separate piece of paper or complete the district's Conviction Review form and attach to this application.
(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

EDUCATION AND TRAINING

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Graduated: Yes No Passed GED Test: Yes No
 Name / location of High School (City and State): _____

Colleges, Universities, Business or Trade Schools *List all applicable to this position.*

Name of School	Course Of Study	Years Completed	Degree Or Diploma

List additional training, skills, and extracurricular activities related to this position.

Certificates, Memberships, or Professional Licenses **related** to position (*per CA H&S Code 124235, Youth Sports Positions must complete Concussion Training and provide documentation prior to start date*):

EMPLOYMENT HISTORY (A RESUME WILL NOT BE A SUBSTITUTE FOR THIS SECTION)

Start with present or last job. **EXPLAIN ANY GAPS BETWEEN EMPLOYMENT.** Include military service assignments, volunteer activities, student period, or other special experience. Exclude organizations which indicate race, color, religion, sex, national origin or disability, or any other legally protected status. **A resume may be attached, but will not be a substitute for the information required in this section.**

How many years of experience do you have in relation to this position? PAID: # ___years OR UNPAID: # ___years

Employer	City, State, Phone #	Work Performed	Dates Employed	Reason for Leaving

If you have NO previous employment, please provide two adult references. (do not use family members for references)

Reference Name	Phone #	How do you know him or her?	For how long?
1.			
2.			

APPLICANT'S STATEMENT

Please read carefully

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District's designated representative.

I understand that a job offer would be contingent upon the following: I must submit proof of U.S. citizenship or legal right to remain and work in the United States and a criminal records check will be required through fingerprinting. I may be required to pass a physical examination and / or alcohol and drug screen.

I further understand, that I am required to abide by all rules and regulations of the District throughout my employment.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

PERSONNEL USE ONLY:



APPLICANT DATA RECORD

To further its commitment to Equal Employment Opportunity, the District requests that applicants voluntarily provide the following information. This data will be kept in a confidential file separate from the Application for Employment solely for research purposes only to help us comply with government record keeping, reporting and other legal requirements. All information will be used in accordance with the state and federal regulations. Your cooperation in providing this information is essential to the success of the research and evaluation program.

Please print or type.

DATE: _____ POSITION APPLIED FOR: _____

AGE: _____ SEX: Male Female

RECRUITMENT RESEARCH: We would appreciate information on how you heard about this job opportunity in order to help us determine what the most effective recruitment source is. Please check one or more.

<input type="checkbox"/> Walk-In	<input type="checkbox"/> District Website: www.norfun.org
<input type="checkbox"/> Newspaper (please specify):	<input type="checkbox"/> Other Internet Site (please specify):
<input type="checkbox"/> District Employee - name:	<input type="checkbox"/> Job Fair/Recruiter – (please specify event):
<input type="checkbox"/> Friend or Relative - name:	<input type="checkbox"/> Employment Agency (please specify):
<input type="checkbox"/> School (please specify):	<input type="checkbox"/> Other (please specify):

EDUCATION: (Please check the highest level achieved)

- Not a High School Graduate Some College: How many years: _____
 High School Diploma/GED Bachelor's Degree: Major: _____

ETHNIC ORIGIN: (Please check one)

- White / Caucasian American Indian / Alaskan Native
 Black / African/American Asian / Pacific Islander
 Hispanic Other: _____
