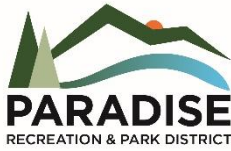


Job Description



Position:	RECREATION PROGRAM SPECIALIST
Reports to:	Recreation Supervisors
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Part-Time: Up to 30 hours/week (<0.75 FTE) Full-Time: Up to 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Performs responsible, professional recreation work under the general direction of the Recreation Supervisors, Assistant District Manager, or District Manager. Will be responsible for all duties, including but not limited to, administration, marketing, supervision, personnel and financial responsibilities of one or more major special programs or events.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

Requirements and Qualifications

Program & Event Management: Oversees planning and execution of special programs or events, including setting goals, organizing activities, and evaluating outcomes.

Marketing & Public Relations: Manages marketing strategies and promotional efforts for programs while fostering positive community relations and representing the District.

Staff & Volunteer Management: Handles recruitment, training, supervision, and evaluation of part-time staff and volunteers, ensuring effective team coordination.

Financial & Resource Management: Develops budgets, monitors expenses, secures funding through grants and donations, and manages necessary equipment and supplies.

Safety & Facility Oversight: Maintains safe environments for staff and patrons and assists with facility upkeep related to assigned programs or events.

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Principles and practices of program and event planning, organization, and leadership
- Effective supervision and team coordination for staff and volunteers
- Budgeting fundamentals and resource management
- Public relations, marketing, branding, and fundraising strategies
- Safety standards and training protocols for recreational programs
- Recruitment, training, and performance evaluation procedures
- Strong communication and interpersonal skills

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- Proficiency with computers and social media platforms
- Ability to engage community resources and leverage volunteer talent
- Highly organized, self-directed, and capable of managing multiple priorities

Education and Experience

A combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A Bachelor's Degree in Recreation Administration, Business Administration or related field
- A minimum of two years of full-time or part-time successful and progressive experience in community programming or event leadership

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations may be provided in accordance with ADA and FEHA.

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals

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- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

Direct Reports

Recreation Coordinators, Recreation Leaders, Recreation Aides, and Volunteers

Benefits

The District offers a comprehensive benefits package that varies based on full-time or part-time employment status. Benefits may include medical, dental, vision, retirement plans, paid leave, and other employee programs.

Full-time employees are typically eligible for CalPERS retirement, health coverage, paid vacation and holidays, and other core benefits. Part-time employees are eligible for certain benefits. For the most current and detailed information, please contact the District or refer to the official benefits summary.

Job Description Action

Status:	<i>Approved</i>
Date approved:	<i>12/9/2025</i>
History	<i>Previous Recreation Program Specialist position approved April 14, 2015. This version updates new job description formatting. Latest version approved on 4/13/2022.</i>
Reviewed:	<i>11/21/2025</i>

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2/9/2026