



## ***City of Laguna Hills*** **EMPLOYMENT OPPORTUNITY**

**COMMUNITY SERVICES  
RECREATION COORDINATOR**  
**\$6,060.25 - \$7,367.56 per month**  
**plus PERS and benefits package**

### **FILING DATE**

**Thursday, July 17, 2025, at 5:00 p.m.**

### **DESCRIPTION**

Under general supervision, the Recreation Coordinator will be responsible for the supervision and scheduling of facility rentals at the Laguna Hills Community Center, including outdoor amenities. The Recreation Coordinator will also assist with planning, organizing, and administering a wide variety of recreation programs for the Community Services Department and will be directly responsible contract classes and a variety of recreation programs. The Recreation Coordinator is responsible for the general supervision of all part-time Recreation Leaders, along with related work as required.

### **EXAMPLES OF DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

- Coordinates and supervises operation of a multi-use City facility including scheduling City programs, contract classes, and public use; develops and maintains complex scheduling and permitting.
- Coordinates facility tours; identifies event set-up and equipment needs; coordinates customer special requests;
  - determines staffing requirements; prepares reports on condition of facility and participation.
- Serves as liaison to facility rental patrons to provide facility information and to explain and implement facility rules.
- Coordinates the planning, organizing, supervising, supporting, and implementation of community service programs; may assist in the coordination and preparation of the Community Service's quarterly activity guide. Will serve in lead role for contracted recreation programs
- Assists in creating marketing materials including, but not limited to, social media posts, flyers, banners, and more.
- Responds to and resolves inquiries and concerns from participants, parents, facility patrons, and general public.
- Identifies maintenance and safety problems; submits maintenance orders and coordinates repair work.
- Participates in program budget preparation; prepares cost estimates for budget recommendations; submits justifications for assigned programs; monitors expenditures.
- Enforces City policies and procedures to assure for the safety and welfare of participants; responds to emergencies and provides appropriate first aid or other assistance.
- Plans, prioritizes, assigns, supervises, and reviews work of part-time staff; participates in selection and performs performance reviews; provides technical assistance and in-service training to staff within assigned program.
- Performs a variety of general administrative duties such as compiling program statistics, and preparing simple reports, records, memoranda, and correspondence; collects and accounts for fees.
- Utilizes computer applications relative to work assignment including Facility/Class Reservation System (Active.net), word processing, Excel, databases, and budget programs.
- Interacts successfully with general public, program participants, community groups, staff, and supervisors.
- Writes reports and memoranda for staff, and assists with the coordination of meetings and training sessions for part-time staff.

- Provides occasional work project update reports to the Parks and Recreation Commission.
- Provide lead supervision over, part-time, evening, and weekend staff, including scheduling and making work assignments.
- Performs related duties as required.

## **TYPICAL QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Facility supervision and reservation administration.
- Recreation, cultural and social needs of the community.
- Techniques of maintaining a high level of customer service to the public and City staff.
  - Principles of marketing, program promotion, and standard design practices
- Principles, practices, regulations, rules, and service delivery needs related to the program area(s) to which assigned.
- Safety principles and practices, including first aid.
- Standard office practices and procedures, including the use of standard office equipment, record keeping, business mathematics, and basic computer applications related to the work.
- Safe driving principles and practices.

### **Ability to:**

- Engage with the public to schedule, administer, and support facility reservations.
- Enforce facility rules in a positive, professional manner and take appropriate corrective action when necessary.
- Supervise, influence, direct, and train recreation staff, including the ability to act in a lead worker capacity, in support of facility reservations and recreation programs.
- Advise and interpret on how to apply policies and standards to specific situations in a caring and concerned customer service manner.
- Utilize good judgment in analyzing situations carefully and adopting effective courses of action; maintain cooperative working relationships with staff, residents and community organizations; work and interact with the public in a manner that fosters open communication and elicits cooperation.
- Direct and supervise recreation staff in support of facility reservations and recreation programs.
- Work variable hours, weekends, evenings, and holidays; work independently with limited supervision.
  - Mandatory holidays include Memorial Day and the 4<sup>th</sup> of July.
- Utilize a wide variety of descriptive data and information, such as regulations, accident/incident reports, time sheets, schedules, performance evaluations, budgets, customer complaints, training materials, educational curricula, correspondence and general operating manuals
- Maintain a safe work environment; appear for work on time.
- Drive and operate a passenger van to transport recreation program participants.
- Manage stressful situations with tact and diplomacy; follow directions from a supervisor; maintain records; understand and follow posted work rules and procedures; accept constructive criticism.
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience:**

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. A typical way to obtain the required qualifications would be:

- Graduation from high school or GED equivalent, supplemented by two (2) years of college level coursework in recreation, physical education, child development, public administration or a related field; and
- two (2) years of recreation or community service experience, including program planning, facility management, leadership/supervision, and interaction with the public with a minimum of one (1) year in a lead role.

## **LICENSES REQUIRED**

Possess and maintain a valid California Driver's License, Class 3 or higher and current proof of automobile insurance.

Must possess or obtain prior to completion of the probationary period First Aid, CPR and AED certifications.

## **PHYSICAL & MENTAL DEMANDS AND WORKING CONDITIONS**

### **Physical Demands:**

While performing the duties of this class, the employee is regularly required to work in an office environment and a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information. Specific hearing abilities required by this job include hearing in the normal audio range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands:**

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with the general public, outside organizations, business representatives, employees, and others encountered in the course of work, including occasionally dealing with conflict situations.

### **Work Conditions:**

The employee primarily works in a standard office setting with standard office equipment with extensive public contact and frequent interruptions. The employee may also work in outdoor field environment; travel from site to site; exposure to loud noises, dust, grease, smoke, fumes, solvents, toxic agents, chemicals, gases, electrical currents, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

## **APPLICATION PROCEDURE:**

Application forms may be obtained from the City of Laguna Hills website: [www.lagunahillsca.gov/Jobs.aspx](http://www.lagunahillsca.gov/Jobs.aspx).

Applications must be filled out completely and must show that the minimum qualifications are met. Resumes will not, nor will references to a resume, be accepted in lieu of a completed City application. Completed applications must be submitted by email to HRcolh@lagunahillsca.gov.

Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Laguna Hills recruits and hires without regard to race, color, religious creed, physical or medical condition or handicap, sex, age, marital status, or national origin except in those specific instances whereby a bona fide occupational qualification demands otherwise.

## **SPECIAL NOTE**

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an expressed or implied contract and provisions contained herein may be modified or revoked at any time without prior notice or agreement.