

**City of Capitola  
Temporary/Hourly Position**

**Recreation Specialist I**

The Capitola Recreation Division provides programs and events to residents of Capitola and surrounding community and is committed to providing safe, affordable, and fun recreational activities to support the health and well-being of residents. The Division operates Community Cultural Events, Afterschool Rec Club, Camp Capitola, Community Center and facility rentals, Lifeguard Services and Junior Guard program, Adult and Youth Classes and spring and summer sport leagues. The Division is currently accepting applications for Recreation Specialist I which is a Part-Time/Seasonal position not to exceed 960 hours in a calendar year.

**GENERAL PURPOSE**

The Recreation Specialist I, under the supervision of a Recreation Coordinator, implements a program or event offered by the department. A Recreation Specialist is responsible for planning, scheduling, ensuring safety of participants, enforcing policies and procedures, communicating with the public, set up and clean up, maintaining records, transporting supplies, notifying Coordinator of unusual problems and emergencies, supervising volunteers and any other duty associated with the implementation of the program or event.

**REQUIRED QUALIFICATIONS**

- Ability to communicate effectively with participants and residents with high standards of customer service.
- Ability to take oral and written direction and accept constructive feedback from supervisor.
- Experience in working in a Recreation environment and implementing relevant activities
- Ability to provide leadership during implementation of program or event
- Perform effectively in situations requiring emergency action
- Experience supervising volunteers
- All applicants must be fingerprinted.
- Must be 18 years of age or older

**DESIRABLE QUALIFICATIONS**

- Current Basic First Aid and C.P.R. certification or ability to obtain
- Fluent in Spanish; oral and written
- Possess a valid California driver's license.
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills.

**SALARY/WORK SCHEDULE**

The work schedule of a Recreation Specialist I will resemble the operating schedule of the program assigned. In general, this position is expected to work part time on program assigned.