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**INVITES APPLICATIONS FOR THE POSITION OF**  
**RECREATION COORDINATOR**  
**Event Center and Marketing**

**JOB TYPE:**

Full Time, Non-Exempt

**FILING DEADLINE**

Thursday, October 15, 2020 by 4:00 p.m.

**PAY RANGE**

\$19.99 - \$24.36 / Hour

**THE POSITION**

The Jurupa Area Recreation and Park District is seeking a creative, personable self-starter to serve as its Recreation Coordinator – Event Center & Marketing. Under the direction of the Recreation and Community Partnership Manager, the Coordinator is responsible for developing, organizing and supervision of a variety of activities at the Sky View Event Center, a new 15,000 square foot community center currently under construction. This position requires a high level of customer services, attention to detail, marketing prowess, facility management with outstanding interpersonal skills, the ability to effectively communicate verbally and in writing. The District desires a collaborative and creative thinker who can maintain effective working relationships.

**EXAMPLES OF DUTIES**

- Develops, organizes and supervises the operations, activities, programs and special events of the event center;
- Oversees the operations and activities of facility event rentals; serves as the principal contact for facility rental;
- Coordinates facility leases and agreements; coordinates custodial, event, class and program logistics;
- Implements marketing strategies to promote facility rentals;
- Monitors the day-to-day operations of Event Center rentals, programs and events, ensuring that programs and events have required setups, materials and supplies, receives and responds to questions and concerns from patrons, including handling and resolving complaints not requiring the attention of a supervisor or refers to supervisor as appropriate,
- Assists in developing and implementing policies, procedures, and staff training
- Recruits, trains, supervises and evaluates volunteers and part-time staff;

**Board Of Directors**

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8621 Jurupa Road • Jurupa Valley, CA 92509 • (951) 361-2090 • Fax (951) 361-2095  
[www.jarpd.org](http://www.jarpd.org)

**General Manager**

Colby Diuguid

**Office Manager**

Loretta Voges



- Oversees fee collection and accounting activities; reviews records and files to ensure proper accounting and documentation consistent with policies and procedures
- Prepares promotional materials including flyers, program brochures, newsletters and press releases;
- Oversees facility operations; purchase of supplies and equipment related to facility operations and maintenance, inspects and maintains program equipment; ensures that maintenance and repair needs are addressed;
- Coordinator may have specific focus in a program area or area(s), including but not limited to facility management;
- Participates in the preparation and administration of assigned program budget;
- Assists in the evaluation of programming including conducting customer satisfaction surveys and analyzing reports on rental program effectiveness;
- Enforces safety and operating procedures and provides for maintenance needs including compliance with health and safety codes;
- Creates flyers, brochures, and other materials related to programs and events; as directed;
- Provides Customer service to applicants, participants and the general public;
- Maintains records in connection with event center and public relations;
- Organizes, implements, directs, supervises and/or promotes specific programs, activities and events;
- Creation and development of new programs, as needed;
- Assists with District special events as needed;
- Performs other duties as assigned.

## QUALIFICATIONS

1. Education/Experience: Two years of college or university; and two years related experience or equivalent combination of education and experience. Individuals with background in hotel or convention center, sales, marketing or event planning experience highly encouraged to apply.
2. Licenses, Certificates and Special Requirements: Possession of a valid California Class C Driver's License with a satisfactory driving record maintained throughout employment and valid auto insurance coverage. Must possess First Aid/CPR (Infant, Child & Adult) certification at time of hire or within 60 days from hire date.

## Knowledge of

- Recreation program management
- Accepted techniques and methodology of supervising program activities and personnel;
- Preparing promotional literature including brochures, newsletters, flyers and press releases;
- Customer service techniques

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- Facility Management

### **Ability to**

- Utilize staff and volunteers effectively;
- Prepare clear and concise written and oral reports;
- Preparing promotional literature including brochures, newsletters, flyers and press releases;
- Customer service techniques
- Use recreation registration software expertly and provides training and support to staff for all functions including set-up and registration for programs; reservations and contracts for facility rentals and park rentals; inventory; point-of-sale; receipt of payments; billing; budgeting; marketing and forecasting;
- Maintain accurate program records
- Communicate effectively with diverse audiences, agencies, community groups and other Park District departments
- Work flexible hours (day, evening, weekends)

### **BENEFITS**

The Jurupa Area Recreation and Park District has an attractive salary, compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **Recreation Coordinator** position is \$19.99 – \$24.36 per hour. The following benefits will complete the compensation package:

- CalPERS
- Medical
- Vision
- Dental
- Life Insurance
- 11 Paid Holidays per year
- Sick Leave
- Vacation

### **HOW TO APPLY**

Apply online at [www.jarpd.org](http://www.jarpd.org). Once there click on “About Us”, then “Employment” review job description and Complete “Employment Application”. Application must be received by 4:00 p.m. on November 8, 2020. Resumes will **NOT** be accepted in lieu of a completed Employment Application. **THIS ANNOUNCEMENT** is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

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