

## **CITY OF SANTA BARBARA PARKS AND RECREATION DEPARTMENT**

**Job Title:** Recreation Coordinator  
**Supervisor:** Recreation Supervisor/Youth Activities  
**Hours:** Varies by season. 60% of 2,080 hours annually. Averaging 24 hours a week for academic year 2013-14, more hours per week during training and while school is in session, fewer hours per week during summer and school breaks. Hours as assigned by supervisor; hours may vary according to need.

### **Purpose:**

Coordinates recreation services and supervises Program Leaders at the After School Opportunities for Kids (A-OK!) program at Adams, Adelante, Cleveland, Franklin, Harding, and McKinley Elementary Schools. This position will recruit, hire, and train appropriately skilled staff. Duties also include scheduling, supervising and evaluating staff to provide and maintain a high quality of program service on a consistent basis including the implementation of Sports, Play and Active Recreation for Kids (SPARK) program to align with the common core standards. Also key is the role this person will play in building and maintaining an effective and successful team with A-OK! staff and partners. Coordinator will be assisted by a Recreation Specialist in planning curriculum to insure appropriate consideration for special needs of participants. The A-OK! Coordinator must be a supportive partner through encouragement and leadership in a wide variety of program areas that are offered at A-OK!

### **Qualifications and Requirements:**

Bachelor's degree including experience in early childhood education, elementary education, early childhood development, psychology, sports and recreation, and sociology is preferred. Experience may be considered in lieu of a degree. A minimum of 2 years working experience supervising children in a classroom or recreation setting is required. Has the ability to work with a variety of staff to facilitate a cooperative, creative, and effective work environment. Department of Justice criminal history check, health screening, TB test, CPR and First Aid certifications are required and necessary before working with children and staff in the A-OK program.

### **Duties and Responsibilities:**

1. Responsible for the portion of the After School Opportunities for Kids (A-OK!) program, which focuses on recreation activities. Work with the Youth Activities' Recreation Supervisor to plan and implement the program to best meet the needs of the children.
2. Recruit, hire, train, schedule, supervise and evaluate program leaders at six school sites. Work with school district in training program leaders to work in the tutoring/homework component.
3. Visit each program site a minimum of once per week.

4. Meet with each site coordinator at least once a month to obtain feedback on observations, evaluate and determine areas of improvement or change.
5. Coordinate SPARK trainings and curriculum implementation on a five week cycle.
6. Be responsible for ordering and distributing recreation supplies and equipment. Inventory and maintain neat storage areas in the Youth Activities office and work with A-OK Supervisor in organizing storage at A-OK sites.
7. Create and foster a positive working relationship and environment for staff.
8. Establish and maintain effective communication between Parks and Recreation Department, School District administrative staff, and other community partners.
9. Conduct staff meetings quarterly.
10. Coordinate and conduct initial program training with District staff
11. Send curriculum and curriculum descriptions to District prior to implementation.
12. Inform the District staff of any special events or projects in advance.
13. Review and verify hours worked and submitted. Approve timesheets.
14. Assign and schedule all staff including substitute staff as needed
15. Substitute as needed in classes and at sports activities to insure program coverage and maintain 1:20 adult to student ratios.

**General:**

1. Be familiar with and uphold City of Santa Barbara, Parks and Recreation Department policies and procedures.
  2. Be familiar with and uphold A-OK! program policies and procedures.
  3. Be familiar and uphold School District policies and procedures.
  4. Attend all staff meetings, trainings, and workshops as assigned.
  5. Assist other program staff on activities and special events.
  6. Be responsible for notifying and reporting any problems or concerns of parents and/or children to the District Site Coordinator, and Youth Activities Supervisor.
  7. Perform other duties as assigned.
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## **CITY OF SANTA BARBARA PARKS AND RECREATION DEPARTMENT**

**Job Title:** Recreation Program Leader  
**Supervisors:** Recreation Coordinator and Recreation Supervisor/Youth Activities  
**Hours:** Monday – Friday, 2:00 p.m. – 6:00 p.m., on scheduled school days for academic year 2013-14. Training and additional hours as assigned by supervisors; hours may vary according to need.

### **Purpose:**

To work at the After School Opportunities for Kids (A-OK!) program at Adams, Adelante, Cleveland, Franklin, Harding, and McKinley Elementary Schools. This position includes assisting students with an academic after school component while providing a variety of sports and recreational activities. Staff will plan and implement curriculum for the after-school sports classes for boys and girls ages 6 – 12 years; consider the special needs and interests of each age level; implement Sports, Play and Active Recreation for Kids curriculum to align with the common core standards; be a positive role model for boys and girls; encourage challenge and support students as they experience a wide variety of opportunities; and create a positive environment for learning and achievement with the goal of 100% participation

### **Qualifications and Requirements:**

Bachelor's degree preferred or the equivalent of at least 12 semester units in early childhood education, elementary education, early childhood development, psychology, sports and recreation, or sociology. Experience may be considered in lieu of a degree. A minimum of 2 years working experience with children is required. Has the ability to work with a variety of people to facilitate cooperative, creative and effective work environment. Successful completion of Proficiency Exam (given at the School District) is required if the candidate does not have proof of 60 college units completed successfully. Department of Justice criminal history check, health screening, TB test, CPR and First Aid certifications are required and necessary prior to working in A-OK.

### **Duties and Responsibilities:**

1. Responsible for providing recreational activities as described in the ASES grant including sports, drama, community service, and interschool sports competition
2. Responsible for the inventory and maintenance of supplies, storage areas for equipment and homework supplies to be used in classes.
3. Assists in providing the academic, tutoring/homework and reading component.
4. Work with the A-OK! Site Coordinator and Recreation Coordinator to plan and implement the SPARK program curriculum and homework to best meet the needs of the children.
5. Prepare the room or space for class each day; have all supplies ready for class.
6. Maintain SPARK curriculum to align with common core standards

7. Plan, with the children, for the picking up and cleaning the room or area at end of each class.
8. Check to be sure the environment is safe, clean, and ready for activities.
9. Maintain a staff ratio not to exceed 1:20 adult to student.

**General:**

1. Be familiar with and uphold City of Santa Barbara, Parks and Recreation Department policies and procedures.
  2. Be familiar with and uphold A-OK! program and SBUSD policies and procedures.
  3. Attend all staff meetings, trainings, and workshops.
  4. Assist other program staff as needed and with special events.
  5. Responsible for notifying and reporting to A-OK! Site Coordinator or Recreation Coordinator of any problems or concerns of parents and/or children.
  6. Provide supply list needs to Recreation Coordinator.
  7. Inform A-OK! Site Coordinator of any needs to assist with your job.
  8. Perform other duties as assigned.
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