

County of Santa Cruz

INVITES YOU TO APPLY FOR:



RECREATION PROGRAM SPECIALIST

Supplemental Questionnaire Required

Open and Promotional

Job # 25-GT4-01

Salary: \$4,505 - 5,696 / Month

Closing Date: Friday, June 20, 2025

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general supervision, coordinate and supervise recreation programs at an assigned facility in one of the following program areas: **Recreation, Park Facilities, Cultural Services or Sports.**

The current vacancy is in Park Facilities. The eligible list established from this recruitment may be used to fill current and future full-time, part-time, substitute and temporary (extra-help) positions during the life of the eligible list. Future vacancies may be in Recreation, Cultural Services or Sports.

Typical Tasks for Recreation Program Specialists in each program area:

Park Facilities: Schedules and provides routine information concerning park usage and operations in person and over the phone; operates the computerized reservation system; collects and accounts for fees received; resolves scheduling problems; informs staff of maintenance problems; coordinates seasonal staff assigned to park facilities; notifies supervisor of unusual problems, disturbances and emergencies; attends meetings; maintains records; may assist in the implementation, organization and development of promotional, cultural and historical interpretive programs; may supervise volunteers and seasonal staff, including training and evaluating performance.



Recreation: plans, schedules, implements and supervises a recreation program or activities including: arts and crafts projects, sports and games, drama, music, cooking, science projects, outdoor activities, field trips, and therapeutic recreation; maintains order; ensures the safety and well being of program participants; enforces and follows policies and procedures; communicates with parents of program participants; sets up and cleans up program activities; writes and maintains program records; collects and accounts for fees; transports supplies; notifies supervisor of unusual problems disturbances and emergencies; attends meetings; may administer first aid; supervises volunteers and seasonal staff; trains and evaluates performance; operates computer registration system; and may make oral presentations to commissions and public organizations.

Cultural Services: Assists with a variety of projects and programs related to cultural services; prepares graphics and basic design materials for fliers or posters; prepares routine publicity materials; assists in the production of special events; maintains the information base regarding local arts organizations and event schedules; organizes data in the Artists Slide Bank; hangs art shows in County government facilities; rotates the County Art Collection; insures the safety and condition of the collection; organizes and attends meetings; may supervise volunteers and seasonal staff, including training and evaluating performance; and may make oral presentations to commissions and public organizations.

Sports: Coordinates and supervises sports programs; plans and conducts program activities such as men's, women's and coed leagues and tournaments; officiates sports programs; prepares program and activity descriptions; assists in the preparation of brochures, flyers and other publicity materials to promote program participation; supervises program participants to maintain discipline and order; inspects facilities and equipment to ensure a safe environment for participants; maintains and periodically distributes team standings; supervises and schedules sports officials; documents games worked by contracted officials and submit invoices for compensation; attends monthly softball organization meetings; maintains inventory records; and orders sports supplies.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

The full-time equivalent of nine months experience that demonstrates the required knowledge and abilities for the particular assignment/ program. Prior supervisory experience may be required for certain positions.

SPECIAL REQUIREMENTS/CONDITIONS: License/Certificate: Some positions may require possession of a valid California Class C Driver License. Some positions may require possession of the equivalent to a valid First Aid Certificate and Infant and two person CPR certificates to be obtained within the first six months of employment. Some positions may require certification as an Amateur Softball Association umpire.

Background Investigation: Fingerprinting is required for some positions. **Special Working Conditions:** Some positions may involve exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings; and the possibility of administering first aid, which may involve exposure to infections that might cause chronic disease or death. **Other Special Requirements:** Availability to work variable schedules including early mornings, evenings, weekends, and holidays.

Knowledge: Working knowledge of the assigned program area. Some knowledge of supervision and training.

Ability to: Communicate effectively and tactfully with those contacted in the course of business including participants, staff, parents, and the public; write clearly and concisely; maintain a professional demeanor; accept constructive criticism and direction from supervisors; understand and follow oral and written instructions; maintain a clean and orderly work site; supervise, evaluate, and train lower level staff and volunteers. **For some assignments:** Administer first aid; see program participants in need of assistance from near and far distances; provide leadership and motivate staff; independently make decisions; read, understand and explain County policies and procedures; maintain records and periodic reports; perform simple arithmetic calculations; motivate program participants; effectively deal with stressful and emergency situations; successfully complete all training provided by the department. **Some positions may require ability to:** Perform tasks requiring physical strength and/or stamina to effectively rescue victims, administer first aid, and CPR; hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, fire alarms, whistles, and approaching vehicles or equipment which might pose a danger; speak loudly in order to warn program participants of impending danger.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

RECREATION PROGRAM SPECIALIST- SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Please check the program area(s) of specialization from the listing below for which you would like to be considered:

NOTE: Selective recruitment or certification to positions may be based on the working knowledge and abilities required for the program assignments listed below.

- ☐ **RECREATION**
- ☐ **PARK FACILITIES**
- ☐ **ART / CULTURAL SERVICES**
- ☐ **SPORTS**

2. Describe your experience supervising volunteers and/or staff. In your response include length of time you supervised, the number of people you supervised and their job titles and their general duties.

3. Describe your experience planning, organizing and/or implementing recreation programs. Be specific about your role and level of responsibility.

4. Describe your experience in planning, organizing and/or implementing logistics for complex events with multiple participants, partners and supervisors. Include your experience keeping records, building rapport and promoting the activity or event.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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WORK Here

PLAY Here