



County of Santa Cruz

Invites you to apply for:

RECREATION PROGRAM SPECIALIST

Open and Promotional

Salary: \$4,685 – 5,923 Monthly

Closing Date: Monday, August 24, 2026

SUPPLEMENTAL QUESTIONNAIRE REQUIRED

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.

Live here, Work here, Play here

www.santacruzcountyjobs.com

THE POSITION:

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 vacancies are in Recreation and include one **Full-Time** position and one **Temporary (Extra-Help)** position. 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, Park Facilities, 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; ensures 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.

SUMMARY OF QUALIFICATIONS:

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.

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

Full job specifications available at -

<https://www.jobapscloud.com/SCRUZ/specs/classspecdisplay.asp?ClassNumber=GT4>

SPECIAL REQUIREMENTS: 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.

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 Human Resources Department, 701 Ocean Street, Suite 510, Santa Cruz, CA 95060. For information, please call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources 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.

SUPPLEMENTAL QUESTIONS:

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 questions below as completely and thoroughly as possible, as your answers may be used to assess your qualifications for moving 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.

HIGHLIGHTED BENEFIT OFFERINGS:

Medical, Dental, and Vision

Medical coverage is available through CALPERS with the County paying a majority portion of the cost for the employee and eligible dependents. Depending on the dental plan, the County may cover the cost of employee and eligible dependents. The County pays for the cost of an employee vision plan and the employee may purchase dependent coverage.

Retirement and Social Security

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 life insurance policy. Employees may purchase additional life insurance.

Paid Leave

Twenty-two days of annual leave the first year, increasing to 37 days per year after 15 years of service. Available for vacation and/ or sick leave. The County observes 14 paid holidays per year.

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