



# Job Opportunity

## Recreation Coordinator (Part Time)

The Willow Creek Community Services District is seeking a qualified individual to join our team as our Recreation Coordinator. This is a seasonal part-time position, generally from May through August. The Recreation Coordinator will report directly to the General Manager.

### **Recreation Program Goals:**

The Recreation Coordinator will work with the District staff, Board of Directors and community partners to create a recreation plan that activates District parks and expands recreational opportunities for residents of all ages. The primary goal of the 2026 summer season will be to host weekly skate camps at our new Bigfoot Bowl facility at Veteran's Park. If the skate camp program is successful, the Recreation Coordinator will be asked to grow the program in the following years.

This position will focus on organizing youth programs, community events, outdoor recreation activities, and partnerships that enhance the quality of life in the Willow Creek community.

### **Education, Experience and Special Requirements:**

- Typical education would include a high school diploma or equivalent, or any combination of experience and education that would provide the required knowledge, skills, and abilities.
- Typical experience would be equivalent of two years relevant recreation programming, community organizing, or event coordination.
- Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.
- Applicant must possess valid First Aid and CPR certifications or the ability to acquire before summer camps start.
- Knowledge of the Willow Creek community and surrounding areas is preferred.
- Strong communication and organizational skills. Ability to work collaboratively with volunteers and community groups.

### **Responsibilities**

- Develop and implement recreation programs at District parks and facilities.
- Coordinate youth recreation programs, community events, and seasonal activities.
- Work with local schools, volunteers, organizations, and businesses to support programming.

- Promote recreation programs through community outreach and communication.
- Assist with scheduling, permits, and event coordination within District parks.
- Identify partnerships, sponsorships, and potential grant opportunities to support recreation programs.
- Provide periodic updates to the District Board on program development and outcomes.
- In coordination with the District General Manager, hire and supervise part-time Recreation staff to work during camp hours.
- Maintain staff schedules, provide necessary training, work effectively with participants, organize and supervise all activities and programs, maintain accurate records, and handle all emergency situations in compliance with District policy and procedures

**Pay:** Recreation Coordinator will be hired at a starting pay of \$20-30 per hour depending on experience. The approximate total hours the position will have this summer is 260-300.

**Anticipated Start Date:** The job is anticipated to start the first of May.

**Application:** Please submit a cover letter, resume and two letters of recommendation. All qualified applicants will be considered for an interview.

**Deadline:** Application packet due no later than Friday April 17<sup>th</sup>, 2026, at 4:00 P.M. at WCCSD Office. PO Box 8, Willow Creek, CA 95573 – Attn: Susan O’Gorman, General Manager.

**Selection Process:** Final appointment is contingent upon:

- Passing a District paid fingerprint criminal conviction check
- Passing a pre-employment medical exam and drug and alcohol screening test.

**Questions:** Please contact the District office at 530-629-2136.