



JOB DESCRIPTION

Job Title:	Adaptive Sports & Recreation Specialist	FLSA Status:	Non-exempt
Position Type:	Part-time	Pay Type:	Hourly
Reports To:	Community Services Supervisor	Work Shift:	Work hours vary mornings, evenings, weekends and Holidays when needed.

DEFINITION: Under the direction of the Community Services Supervisor, the Adaptive Sports & Recreation Specialist will plan, organize, and coordinate adaptive sports and activities at District sites and implement comprehensive recreation programs for persons with disabilities. Responsible for independently developing and supervising specialized programs that serve this target population. Being organized, proactive and multitasked is a must. Each interaction with customers must be handled in a way that positively spreads the District's reputation.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform all duties necessary to ensure development and implementation of adaptive sports & recreation program.
- Research to develop a clear understanding of community adaptive recreation needs.
- Collaboration with partners to ensure a viable adaptive program, including coordination of accessibility council.
- Clear understanding of cost recovery policy for adaptive programs to ensure program sustainability.
- Careful execution, completion and sign off of records, reports, inspections, trainings and time schedules.
- Uphold the excellence of the District image, standards, and values.
- Communication with supervisory team members regarding all concerns and adaptive program information.
- Training of team members in a safe and effective environment.
- Working safely by using good judgment and following all District policies and procedures, therapeutic recreation and Cal-OSHA regulations is required.
- Practice safe adaptive recreation leadership.
- Assisting supervisor with additional tasks as needed.
- Ensuring guest service excellence and handling internal and external guest concerns and conflicts effectively.
- Ensures that District and departmental policies, rules and regulations are followed by team members, program participants and guests.
- Ensures that all applicable licensing rules and regulations are followed.
- Ensures that program equipment, facilities and supplies are available, used properly, cared for, and meet applicable health and safety standards.
- Maintains site conditions in accordance with District and licensing standards by doing light custodial duties; maintains equipment and reports damage or loss to the Community Services Supervisor.
- Assists in preparing recreational area for group activities.
- Supervises program participants.
- Plan and implement Adaptive Sports/Recreation activities and programs.
- Performs necessary first aid and CPR when applicable.

MINIMUM QUALIFICATIONS¹: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Assist with curriculum research and development with an emphasis on adaptive and inclusive coaching techniques
- Model appropriate behaviors for participants; foster atmosphere for excellence in sportsmanship and social inclusion.
- Demonstrate and instruct participants in a variety of physical movements and skills.
- Design event flyers/email campaigns and assist with student and volunteer recruitment for sports-related activities.
- Establish and maintain effective working relationships and communications.
- Demonstrate enthusiasm, motivation and creativity in planning, organizing and directing the recreation program activities.
- Demonstrate leadership and public relations skills.
- Set up and take down equipment.
- Attend staff meetings and trainings; travel to program sites and work flexible schedule.
- Provide leadership, instruction and training to participants, staff & volunteers.
- Encourage interaction of the participants and provide necessary assistance to facilitate maximum independence and enjoyment of the program.
- Manage multiple projects simultaneously, meet deadlines, attention to detail, organization and a positive attitude are essential.
- Build strong bonds with participants and parents to foster open, honest and candid communication; create and maintain confidentiality when dealing with proprietary information and sensitive situations.
- Multi-task and maintain organization in a fast paced, changing environment.
- Operate a computer keyboard, calculator and standard office equipment.
- Interpret, comply with and explain District policies and procedures.
- Assist with scheduling and monitoring the status of programs and activities, solve problems and deal with a variety of situations.
- Prepare reports and maintain detailed records.
- Communicate effectively, both orally and in writing.
- Use District time tracking system.

Knowledge of:

- Planning and organizing adaptive recreational events, activities and programs including but not limited to indoor/outdoor activities, sports, arts and crafts, and games.
- Understanding of the foundations of Recreation and Therapeutic Recreation.
- Care for recreation equipment upkeep and maintenance.
- Customer service methods and effective communication techniques.
- Records management and file maintenance procedures.

Language Skills - ability to respond to common inquiries or complaints from guests. Ability to communicate effectively both orally and in writing to a variety of audiences.

Mathematical Skills - ability to calculate figures and amounts such as discounts.

Reasoning Ability - ability to define problems, collect data, establish facts, and draw valid conclusions.

¹ The minimum qualifications stated in this document are a guide for determining the education, training, experience, special skills, certification and/or license which may be required for employment in this position.

DESIREABLE QUALIFICATIONS:

- Excellent communication and planning skills
- Adaptive Recreation Experience
- Coaching Experience
- Ability to work autonomously or in a team setting as required.

EDUCATION / EXPERIENCE / TRAINING:

- Education: Bachelor's Degree in Recreation, special education or closely related field is preferred and **must be a Certified Therapeutic Recreation Specialist**.
- Experience: At least one (1) to three (3) years of professional experience with a strong adaptive sports background.

Certifications/Licenses:

- Possession and maintenance of a valid California driver's license with an acceptable driving record is a condition of initial and continued employment in this position.
- Possession and maintenance of a valid certification in first aid, cardiopulmonary resuscitation (CPR) and Automatic External Defibrillator (AED) for adult, child and infant is a condition of initial and continued employment in this position. Must be obtained within 30 days of hire.

PHYSICAL DEMANDS²: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work activities may occasionally require work within an office environment, but work is generally performed at a District site using indoor and outdoor amenities.
- The employee is occasionally required to withstand outside elements including but not limited to extreme heat, rain and wind.
- The employee is regularly required to demonstrate and/or instruct participants in physical activities that promote physical fitness and agility.
- The employee is regularly required to bend, stoop, kneel, sit, stand, or walk for prolonged periods of time.
- The employee is frequently required to balance, twist, run or jump.
- The employee must occasionally carry/push/pull/lift and/or move equipment or supplies up to 50 pounds.
- The employee is required to hear as well as speak clearly and distinctly to provide assistance and information related to classroom assignments.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to see to monitor student's conduct during learning activities.
- The employee must regularly manipulate hands and fingers to operate audio-visual, duplicating and educational training equipment. The employee is occasionally required to perform work on a computer, copy machine, fax machine, scanner and other business machines, including calculators.

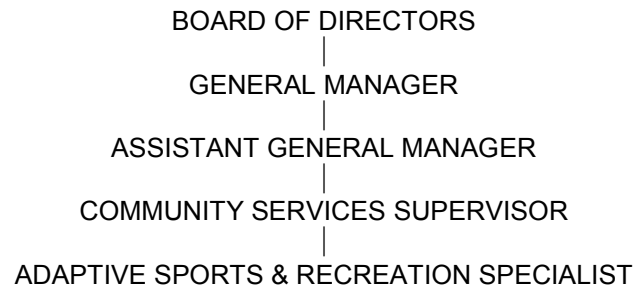
WORK ENVIRONMENT³: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is a medium noise level due to the nature of a recreation community center. Appropriate personal protective equipment is available if necessary.

ORGANIZATIONAL RELATIONSHIP:

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

³ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.



Last Updated:	02/11/16
----------------------	----------



45-305 Oasis Street • Indio, California 92201
Phone (760) 347-3484 • Fax (760) 347-4660 • Email: hr@drd.us.com
Website: www.myrecreationdistrict.com

EMPLOYMENT APPLICATION

INSTRUCTIONS: Before completing this form, please read the minimum requirements and/or desirable qualifications for the job in which you are interested. Your further consideration for the position will depend upon the accurate information you provide on this application regarding your ability to meet or exceed these requirements. This application must be filled out completely and signed to be accepted for review. **INCOMPLETE APPLICATIONS WILL RESULT IN DISQUALIFICATION.**

PLEASE PRINT LEGIBLY IN BLUE OR BLACK INK OR TYPE

Date Last Name First name Middle Initial

Address

No. & Street Apt. # City State Zip

(_____) _____ (_____) _____
Home Phone Cell Phone Social Security Number Drivers License # State

Email Address (The email address provided above will be used for all future correspondence in connection with the application)

EMPLOYMENT DESIRED

Job Title/Position applying for: _____

Part-Time Full-Time Seasonal Any available employment

Date Available _____

How did you hear about this job opening?

Friend/Relative (name) _____ District Team Member (name) _____

Desert Sun Newspaper District Brochure Employment Expo CareerBuilder District Website

CPRS NRPA CSDA Jobs Available Bluefish.com Other Internet site (please specify) _____

Other- if not listed above (please specify) _____

PERSONAL INFORMATION

Have you ever applied to or worked for the District before? Yes No

If yes, please give dates, department and position: _____

Do you have any friends or relatives employed with the District? Yes No

If yes, state name(s) and relationship: _____
Name Relationship to you

AVAILABILITY

Please indicate the **days** that you are willing and available to work:

Anyday/Anytime

If you did not select "Anyday/Anytime", please indicate the days below that you are **available to work.

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Please indicate any **times** you **would not** be available to work on the days indicated above:

(ex: Sunday, 6:00 a.m. – 9:00 a.m.) _____

ADDITIONAL INFORMATION

1) Why are you applying for work at the Desert Recreation District? _____

2) Indicate any languages in which you are fluent: English Spanish Other _____

3) If hired, would you have a reliable means of transportation to and from work? Yes No

4) Are you at least 18 years of age? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

5) If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

6) Are you able to perform the essential functions of the job for which you are applying? Yes No
If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Applicant may be subject to passing a medical examination as well as skill and agility tests.)

7) Have you **ever** been convicted of a felony or misdemeanor or been on parole or probation? NO YES DATE: _____

List all convictions after your 18th birthday. (Convictions for Marijuana-related offenses that are more than two years old need not be listed.)

**Failure to disclose all facts and convictions will result in disqualification from employment or termination from employment.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

EDUCATIONAL HISTORY

Do you have a High School Diploma or a G.E.D. certificate? Yes No

If **NO**, check highest grade completed: 7 8 9 10 11 12

List below all course work, special training or seminars that you have taken that **relate to the requirements of this position**.

If your training resulted in a degree, you need only list the major and type of degree.

Name and address of: School, College, Vocational School or Institute or Other Schools Attended	Major Subjects of Course of Study	Degree Obtained	If no Degree, total hours completed

Use the space below to fully describe any additional job related skills, knowledge, licenses or special training you possess which relate to this position:

EMPLOYMENT HISTORY

Please list your most recent work experience first. Carefully account for all employment, paid or unpaid, over the last ten (10) years. If you were not employed or were a student for this period of time, please indicate such on the application. Use additional sheets, if necessary. All additional sheets must be in the format as presented below and signed by the applicant. If you wish to elaborate on your experience, a resume may be attached, but this section **MUST** be completed in its entirety. **A resume will not be a substitute for the information required in this section. Your application will be rejected if you fail to complete this section and/or write "See Resume".**

EMPLOYER: _____	POSITION YOU HELD: _____
ADDRESS: _____	DESCRIBE YOUR DUTIES: _____
PHONE NUMBER: _____	
DATES WORKED: FROM: _____ To: _____	
(MM/YY) (MM/YY)	SUPERVISOR'S NAME: _____
STARTING SALARY: \$ _____	SUPERVISOR'S TITLE: _____
ENDING SALARY: \$ _____	REASON FOR LEAVING: _____
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYER: _____	POSITION YOU HELD: _____
ADDRESS: _____	DESCRIBE YOUR DUTIES: _____
PHONE NUMBER: _____	
DATES WORKED: FROM: _____ To: _____	
(MM/YY) (MM/YY)	SUPERVISOR'S NAME: _____
STARTING SALARY: \$ _____	SUPERVISOR'S TITLE: _____
ENDING SALARY: \$ _____	REASON FOR LEAVING: _____
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYER: _____	POSITION YOU HELD: _____
ADDRESS: _____	DESCRIBE YOUR DUTIES: _____
PHONE NUMBER: _____	
DATES WORKED: FROM: _____ To: _____	
(MM/YY) (MM/YY)	SUPERVISOR'S NAME: _____
STARTING SALARY: \$ _____	SUPERVISOR'S TITLE: _____
ENDING SALARY: \$ _____	REASON FOR LEAVING: _____
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYER: _____	POSITION YOU HELD: _____
ADDRESS: _____	DESCRIBE YOUR DUTIES: _____
PHONE NUMBER: _____	
DATES WORKED: FROM: _____ To: _____	
(MM/YY) (MM/YY)	SUPERVISOR'S NAME: _____
STARTING SALARY: \$ _____	SUPERVISOR'S TITLE: _____
ENDING SALARY: \$ _____	REASON FOR LEAVING: _____
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

REFERENCES

List three persons **not** related to you who have knowledge of your work performance within the last three years.

NAME: _____	OCCUPATION: _____
PHONE NUMBER: _____	EMAIL ADDRESS: _____
NO. OF YEARS ACQUAINTED: _____	
NAME: _____	OCCUPATION: _____
PHONE NUMBER: _____	EMAIL ADDRESS: _____
NO. OF YEARS ACQUAINTED: _____	
NAME: _____	OCCUPATION: _____
PHONE NUMBER: _____	EMAIL ADDRESS: _____
NO. OF YEARS ACQUAINTED: _____	

Please Read Carefully, Initial Each Paragraph and Sign Below:

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize the District to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the District any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosures. In addition, I hereby release the District, my former employers and all persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the District. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless in writing and signed by me and the District's designated representative.

Initials I further understand that my position as an employee is contingent upon the completion of a Background Questionnaire as required by Section 11105.3 of the Penal Code as well as the successful completion of a drug test.

Initials I hereby certify that I have read and understand the attached **District Image Standards** sheet.

Date

Applicant's Signature



ADAPTIVE SPORTS & RECREATION SPECIALIST SUPPLEMENTAL QUESTIONNAIRE

As part of your application, please complete the following Supplemental Questions. The information provided on this form will be used in combination with your application to determine whether you meet the qualification requirements. Only those applicants who meet the minimum qualification requirements for this position will be evaluated further.

- 1) The position of Adaptive Sports & Recreation Specialist requires applicants to have a High School diploma or equivalent, AND an Associate's Degree in Recreation, Special Education or a closely related field. MUST have a Certification as a Therapeutic Recreation Specialist.

Please indicate how you meet these requirements:

- 2) In addition to education the applicant must have one (1) to three (3) years of professional experience with a strong adaptive sports background.

Please indicate how you meet this requirement and an example.

- 3) Please list and describe two (2) adaptive recreation events or activities that you planned and organized or assisted in planning and organizing.



**ADAPTIVE SPORTS & RECREATION SPECIALIST
SUPPLEMENTAL QUESTIONNAIRE (Cont.)**

- 4) Please describe your leadership skills and communication style when it comes to encouraging interaction of participants in the program.

- 5) This position requires applicants to have the ability to multi-task and maintain organization in a fast paced, changing environment.

Please indicate how you meet these requirements:

- 6) Why do you believe Desert Recreation District should choose you for the Adaptive Sports & Recreation Specialist?

Date: _____ Applicant's Signature: _____