State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park and Recreation Specialist	549-656-1068-001
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Bay Area District	Recreation Coordinator	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Bay Area District	Candlestick Point State Recreation Area (SRA)	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Staff Park and Recreation Specialist

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under the supervision of the Staff Park and Recreation Specialist, the Park and Recreation Specialist (Recreation Coordinator) develops Candlestick Park's kayaking and habitat restoration programs and analyzes recreational trends to assist with developing park projects. The Recreation Coordinator position focuses on the Department's "Path Forward" plan to expand community engagement. The Recreation Coordinator will work with established community-based organizations and non-profit groups to conduct outreach and engage with local residents to create recreation initiatives that will meet the needs of the community. This position is a Tuesday-Saturday (9am-5:30pm) position. The reporting location for this position is Candlestick Point State Recreation Area Offices at 1150 Carroll Ave, San Francisco, CA.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
40%	**RECREATION PLANNING:** Contribute to the grant-funded Waterways Connection Initiative by preparing developmental plans for the kayaking program. Collaborate with other DPR Units and Districts as well as local organizations to collect aquatic program data to establish best practices for the kayaking program. Coordinate with Junior Lifeguard Program staff to identify District's aquatic recreation needs; brainstorm and evaluate future aquatic recreation programs, such as the Swim Clinic program. Evaluate current habitat restoration projects and events to identify areas of deficiency and create plans to improve these projects and events. Create pre and post evaluation data for kayaking and other aquatic program participants. Refine and formalize recreational program agendas. Create guidelines for recreation program marketing materials to assist interpretive staff with promotional content creation. Provide opportunities and instruments for evaluation and continuous improvement of park activities to ensure engagement of diverse audiences that are relevant to the community and honor the history of the park. Assist with developing project scopes, estimating budgets, and identifying and writing grant applications as necessary to fund park programs. Research and purchase program materials, supplies, and equipment as needed. Assist with developing project scopes, estimating budgets, and identifying and writing grant applications as necessary to fund park programs.
30%	**COMMUNITY ENGAGEMENT:**

	Collaborate with private and public partners to create recreational programming that serves local service-based organizations, including senior centers, youth centers, family support, and health clinics. Represent and promote Candlestick Point SRA's services and contributions by attending meetings and actively participating in community events. Work directly with community members and organizations to discern needs through public meetings, survey instruments (such as Cicada), and park user data to assist with developing activities to meet those needs. Evaluate and redesign existing offerings as necessary to ensure they are culturally relevant, ecologically appropriate, and suitable for the changing demographics of the community. Assist with developing and implementing best practices to improve existing community liaison programs. Create community feedback surveys and prepare meeting agendas for community feedback sessions. Communicate with outside partners to create, plan, map, and purchase inventory for community-boosting workday events. Track registration data and record community feedback during large-scale community events to provide recommendations to management on new recreation activities that are aligned to the needs of the community. May act as a back-up to interpretive staff when needed.
15%	**COOPERATION:** Represent and promote Candlestick Point SRA's services and contributions by reaching out to possible partners, attending local meetings, and actively participating in community events. Publicize activities, build advocacy for, and increase awareness of Candlestick Point SRA, by cooperating and building relationships with community partners and Parks staff (at the site, district, and State level). Develop and maintain good working relations with local city and county agencies whose projects and activities impact the surrounding area. Research and develop new ideas for concessions, special events, and community-park partnerships. Collaborate with park partners including Parks California, California State Parks Foundation, and Literacy for Environmental Justice on program development.
10%	**ADMINISTRATION:** Help coordinate and staff large community and special events as appropriate. Maintain and complete all necessary operation forms, field activity reports, and park records. Design comprehensive onboarding documents for volunteers. Record, report, maintain and analyze park programs and volunteer program data using Departmental databases to capture and improve current programming. Provide high-quality service in all areas of public contact including greeting park visitors, answering telephone inquiries, and soliciting community feedback.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs. Assist in maintaining a safe and clean park environment. Respond to any visitor accidents or concerns by taking appropriate action.
TYPICAL WORKING CONDITIONS	

TELEWORK DESIGNATION
This position is designated as: (Check one)

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license is required. Work will include occasional evenings.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE