



Executive Director
The First Tee of the Coachella Valley

Desert Recreation District

The Desert Recreation District (DRD) was created in 1950 and is the largest recreation and park district in the state of California. Covering over 1,800 square miles, DRD is responsible for over 30 recreational facilities throughout the Coachella Valley that include a golf course and driving range, swimming pools, community and fitness centers, sports fields, various parks and open spaces.

DRD serves 380,000 residents in the incorporated communities of Palm Desert, La Quinta, Indio, Indian Wells and Coachella and the unincorporated communities of Thousand Palms, Bermuda Dunes, Indio Hills, Mecca, Thermal, Oasis, Vista Santa Rosa, 100 Palms and North Shore.

OUR MISSION

The Desert Recreation District maintains quality park and recreation facilities; programs and services; and facilitates leisure opportunities so all residents will receive:

- **Personal Benefits** in the form of physical fitness, enrichment, relaxation and revitalization
- **Social Benefits** in the form of stronger and healthier families; ethnic and cultural harmony; reduced anti-social behavior; and enriched lives for persons with disabilities
- **Economic Benefits** in the form of more productive and healthier citizens; increased tourism; and contributions to the quality of life sought by business and industry

OUR VISION

Through a community collaborative approach, DRD will provide quality, barrier-free and safe recreational activities that contribute to the overall wellness of the citizens of the Coachella Valley; encourage healthy lifestyles and positive out-of-school activities; and facilitate, coordinate and plan for recreation facilities and trails.

OUR TEAM

The District is governed by a five member Board of Directors that determines policy. Board members are elected by residents and serve a term of four years. DRD's General Manager reports to the Board of



Directors and oversees 30 full-time and over 220 part-time, seasonal and temporary team members.

DESERT RECREATION FOUNDATION

The Desert Recreation Foundation is a 501(c) (3) non-profit organization responsible for raising funds on behalf of DRD and The First Tee of the Coachella Valley. The seven member board works with DRD's General Manager and The First Tee of the Coachella Valley's Executive Director to set strategies and fundraising priorities.

THE COACHELLA VALLEY

Located 100 miles east of Los Angeles, the Coachella Valley is situated in Riverside County in Southern California. Known as the Desert Oasis, the Coachella Valley is bounded on the West by the San Jacinto and Santa Rosa mountains and to the north by the Little San Bernardino Mountains, includes the Chocolate Mountains and is crossed by the San Andreas Fault.

Comprised of a collection of desert communities, the Coachella Valley offers 360 days of sunshine, boasts 100+ golf courses — more golf courses per capita



than anywhere in the world — and has world-class dining and resorts. Known as a key destination and a winter playground to vacationers and “snowbirds”, the Coachella Valley provides residents and visitors with a wide range of recreational options that include outdoor activities and annual events that draw interest from throughout the world.

THE FIRST TEE OF THE COACHELLA VALLEY

The First Tee of the Coachella Valley, established in 2008 by the Desert Recreation District, is one Chapter of a national/international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as



THE POSITION

The Executive Director of The First Tee of The Coachella Valley provides direction and overall management of The First Tee program and The Golf Center at Palm Desert. Responsible for the day-to-day management of programming and facilities, the Executive Director oversees a budget of \$750,000, two full-time staff, ten part-time coaching and administrative staff and over 80 volunteers committed to providing an extraordinary golf experience to guests.

The Executive Director is critical in:

- Increasing, strengthening and diversifying the organization’s funding sources
- Guiding the development and effective use of the Advisory Board of Directors
- Enhancing the relationship between the First Tee and its, families, funders and stakeholders
- Developing an organizational infrastructure that supports growth
- Expanding the First Tee’s visibility, reach and influence throughout DRD and the greater Coachella Valley
- Expanding the public use of The Golf Center
- Effectively managing operations and vendors within the appropriated budget

As primary representative of The First Tee and The Golf Center, the Executive Director serves as the organization’s leader, advocate and main contact in developing relationships with the various communities of the Coachella Valley, attending meetings and seminars to represent The First Tee and The Golf Center and interacting with various organizations committed to supporting the programs.

honesty, integrity and sportsmanship. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other junior golf programs. Since inception, The First Tee of the Coachella Valley has hosted more than 6,000 young people.

The Executive Director is supported by a six member Advisory Board of Directors who helps identify and develop relationships for the purposes of fundraising for The First Tee of the Coachella Valley.

THE GOLF CENTER AT PALM DESERT

The Golf Center at Palm Desert hosts a 9-Hole, Par 3 Golf Course, Driving Range, Chipping and Putting Greens, Lessons and Clinics. Centrally located in the Coachella Valley, The Golf Center is an affordable choice for both avid and recreational golfers. It is open seven days each week from 7:00 am to dusk, offering stunning views, energetic exercise and an enjoyable golf experience. The Golf Center recently went through a major renovation. November 1, 2014 is the formal celebration of the new clubhouse which includes the dedication of the Character Education Center.

THE IDEAL CANDIDATE

The Desert Recreation District seeks candidates who are strong managers with outstanding communication and interpersonal skills; optimistic with a ‘can do’ attitude; progressive, proactive and flexible; self-starting and effective leaders; and, can inspire a volunteer community to create a strong team.

The ideal candidate will have at least seven years of recreational management experience including considerable experience in institutional fundraising, advancement, development and marketing. Possession of a Bachelor’s Degree in public administration, business management, recreation, facility management, communications or closely related field is required.

To be successful, the ideal candidate must be service-oriented, have excellent organizational skills and possess the ability to manage and coach staff, volunteers and guests. As a key manager within the DRD management team, significant and proven leadership, critical thinking and strong communications skills are required.

COMPETENCIES AND PERSONAL CHARACTERISTICS

Impressive candidates will also exhibit the following competencies, characteristics and style:

- Program Development
- Facility Management and Maintenance
- Event Management and Communications
- Financial Budgets, Contract Negotiation, Legal Compliance and Administration of Fundraising Activities
- Staff Development
- Representation at local, state, regional and national meetings and training sessions





COMPENSATION AND BENEFITS

The salary range for this position is \$80,041 to \$110,337 annually. Actual salary will be dependent on the qualifications and experience of the successful candidate.

DRD also offers an attractive benefits package with the following elements:

HEALTH & WELFARE BENEFITS

DRD contributes \$1,380 per month towards the medical plan of full-time team members (choice of HMO or PPO).

DRD also pays 100% of the monthly premium costs for full-time team members and their dependents for:

- Dental
- Vision
- Basic Life (1x annual salary)
- Accidental Death & Dismemberment (1x annual salary)
- Long Term Disability (60% of salary)

TIME OFF BENEFITS

- Holidays: 13 paid + 1 floating holiday annually
- Sick Leave: 12 paid sick days annually
- Vacation: 2 – 4 weeks based on length of service
- Management Leave: 96 hours annually
- Jury Duty

FINANCIAL BENEFITS

- Retirement Plan
- Flexible Spending Accounts
- Health & Dependent Care
- Voluntary Deferred Compensation Program

WORK/LIFE BENEFITS

- District Discounts
- Employee Assistance Program
- Team Member Referral Program
- Will Preparation Services

For more information about DRD benefits, visit:
<http://MyRecreationDistrict.com/about-us/careers>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

RECRUITMENT

The final filing date is **Thursday, October 16, 2014**. To be considered for this challenging and rewarding career opportunity, candidates are required to complete a District application and supplemental questionnaire, and submit a cover letter and resume. Applicants may download a recruitment packet from the DRD website at: <http://MyRecreationDistrict.com/about-us/careers/currentjobopenings>.

Completed application materials can be submitted via email: HR@DRD.us.com; Fax: (760) 347-0675; or, Mail: Desert Recreation District, Attn: Human Resources, 45-305 Oasis Street, Indio, CA 92201.

EVALUATION

Application materials will be reviewed and evaluated. Candidates who demonstrate the experience, skills, education and abilities required will continue through the recruitment process.

ASSESSMENT

Candidates identified to move through the selection process will be asked to take a series of Assessment tests.

INTERVIEW

Qualified candidates deemed to possess skills to succeed in the position will be invited for interviews. The interview panel will consist of the General Manager, Assistant General Manager and a Representative from each of the DRD, Foundation and Advisory Boards.



45-305 Oasis Street, Indio, CA 92201
Phone: (760) 347-3484 Fax: (760) 347-4660
MyRecreationDistrict.com



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Phone (760) 347-3484 • Fax (760) 347-0675 • 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 _____
(_____) _____ (_____) _____ Social Security Number _____ Drivers License # _____ State _____
Home Phone _____ Cell Phone _____
Email Address _____

EMPLOYMENT DESIRED

Job Title/Position applying for: _____

Part-Time Full-Time Seasonal Any available employment

Date Available _____ Salary Desired \$ _____

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.)

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? YES 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? YES 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? YES 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? YES 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



**Executive Director of The First Tee
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.

The position of Executive Director of The First Tee requires applicants to have seven (7) or more years of previous nonprofit executive management experience with a proven track record of fundraising and growing organizations. Requires considerable experience in supervision of personnel, finance, marketing and public relations, customer service, golf and facility management. Possession of a Bachelor's Degree in public administration, business management, recreation, facility management, communications or closely related field required.

Please indicate how you meet the following requirements: (you may attach additional pages if necessary)

This position requires possession of a Bachelor's Degree in public administration, business management, recreation, facility management, communications or closely related field.

Please indicate how you meet this requirement:

Public Relations/Communication/ Events Management:

Please indicate the level of your experience and your role in public relations, community events and outreach programs.



Financial Management:

Please indicate your level of Financial Management responsibility and oversight of any capital and operating budgets, as well as indicate the size of the budget.

Board Interaction:

Please indicate your level of experience working with governing bodies, such as Boards, Advisory Councils, and Foundations.

Golf and Facility Management:

Please describe your level of involvement in a golf environment and your experience with facility management.



Fundraising:

Describe the level of your fundraising and fund development experience, please indicate the largest donation/gift/grant you acquired.

Supervision:

Please indicate the number of full-time, part-time staff and volunteers you were responsible for supervising.

Programming:

Please provide a brief summary of the programs for which you have been responsible.

Print Name: _____

Date: _____

Applicant's Signature: _____



JOB DESCRIPTION

Job Title:	Executive Director – First Tee	FLSA Status:	Exempt
Position Type:	Full-time	Pay Type:	Salaried
Reports To:	General Manager & Foundation Board of Directors	Work Shift:	Monday – Friday 8:00am – 5:00pm; Flexible to work weekends and evenings as needed.

CHAPTER OVERVIEW: The First Tee of Coachella Valley, established in 2008 by the Desert Recreation District, is one Chapter of a national/international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other successful junior golf programs.

MISSION STATEMENT: The Desert Recreation District maintains quality parks and recreation facilities, programs, and services; and facilitates leisure opportunities so all residents will receive personal, social and economic benefits.

PROGRAM OBJECTIVE: To impact the lives of young people in the Coachella Valley by creating affordable and accessible golf facilities primarily to serve those who have not previously had exposure to the game and its positive values.

DEFINITION: The Executive Director provides overall management of all fiscal, facility and program operations, implements District policies and procedures, evaluates program and service data, and provides detailed reports to various boards and commissions. The Executive Director is an advocate providing public education and information services. The Executive Director works with the General Manager, Advisory Board, Desert Recreation Foundation Board, Desert Recreation District Board and other staff to develop, implement, evaluate and maintain facilities, programs, services and activities, which fulfill the mission of the Desert Recreation District and objectives of The First Tee. The Executive Director will focus on these target areas:

- Increasing, strengthening and diversifying the organization’s funding sources.
- Guiding the development and effective use of the Advisory Board of Directors.
- Enhancing the relationship between the First Tee and its families, funders and stakeholders.
- Developing an organizational infrastructure that supports anticipated growth, and
- Increasing The First Tee’s visibility, reach and influence throughout the Desert Recreation District and greater Coachella Valley.

SUPERVISION RECEIVED/EXERCISED: The Executive Director reports to the General Manager and exercises general and direct supervision over administrative, maintenance and program staff.

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

Board Interaction:

Works closely with The First Tee of Coachella Valley Advisory Board to recruit, train and maintain a strong, balanced Advisory Board of Directors and associated committees.

- Development of the Business Plan and oversee its implementation.
- Create the Fund Development Plan and oversee its implementation.
- Participate in board meetings.
- Develop work plans for the Advisory Board and board committees.
- Prepare reports and requests for the Desert Recreation Foundation and District Recreation District Board of Directors

Programming:

- Oversee the development of training materials.
- Establish a class and clinic schedule and training plan.
- Ensure the implementation of the approved curriculum.
- Solicit equipment donations and negotiate vendor discounts.
- Create programs for the disabled (i.e. hearing impaired, physically challenged, developmentally challenged, etc.).
- Manage the development of appropriate instructional programs.

Facility:

- Oversee facility operations ensuring consistency with District standards.
- Assist appropriate professionals with the creation of site plans.
- Attend construction meetings to ensure project is completed at or below budget.
- Establish and maintain affiliate relationships.

Public Relations/Communication/Events:

- Develop and oversee all communication activities and policies.
- Supervise communication staff and consultants.
- Develop promotional and collateral material.
- Establish and develop media relations.
- Supervise all work related to public relations, internal communication, and publications.
- Convey the Chapter's brand image to the public.
- Coordinate communication activities for openings, special events, newsletter, printed materials and the website.
- Implement public education and outreach activities, including public presentations, advocacy, training and testimony.
- Secure tour professionals and celebrities for clinics and fundraising events.
- Communicate with and submit documentation as required by The First Tee home office.
- Network with other Chapter colleagues and exchange best practice ideas.

Financial, Administrative and Staffing:

- Execute the financial guidelines within the District's financial management system.
- Manage The First Tee budget including monitoring all receipts and disbursements.
- Create capital and operating budgets.
- Oversee the development and implementation of a fundraising plan for capital, operating and programming needs.
- Negotiate all agreements for golf course leases, contracts and long-term commitments.
- Supervise all departmental staff.
- Oversee payroll process for employees.

- Prepare and deliver accurate and timely financial reporting to the District and Foundation Board of Directors.
- Research and write grant proposals.
- Oversee and participate in all fundraising activities.
- Identify and cultivate major donors.
- Maintain a donor and participant database.
- Hire, evaluate and review all staff.
- Involve volunteers and parent organizations.

Preferred Qualifications:

- Knowledge of, commitment to, and passion for the goals and philosophy of The First Tee.
- Significant and proven leadership skills developed through several years in senior management positions.
- Excellent organizational development, interpersonal, marketing, communication, administration and personnel management skills essential.
- Is visionary, trustworthy, diplomatic, understanding and innovative with a high energy level
- Experience managing a complex budget.
- Success at fund development, including knowledge of and success in attracting foundation and corporate grants; ability to identify, steward and solicit individual donors, and expand membership base.
- Excellent communication skills, both written and oral; strong presentation skills.
- Ability to build collaborative ventures with diverse constituents.
- The ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management.
- Experience working with and developing an effective Board of Directors.
- Knowledge and experience in program evaluation and development.
- Ability to analyze and report statistical data.
- Working knowledge of office computer functions and other electronic equipment.
- Expert in teaching or coaching programs.
- Knowledge of the game of golf including instruction and equipment.
- Able to work with youth and build learning environments conducive to youth development.
- Familiar with volunteer programs.
- Computer and database knowledge.
- Able to work flexible schedule.
- Able to travel to attend Academies, regional and annual meetings and training sessions.

MINIMUM QUALIFICATIONS¹:

Thorough knowledge of:

- Principles and practices of business administration, organization and management.
- Principles and practices of staff leadership, supervision, employee motivation, team building and performance evaluation.
- Principles and practices applying to contract development and administration.
- Familiarity with federal, state and local laws, codes and regulations that are pertinent to the management and operation of a public golf course.
- The functions and role of a Board of Directors for a non-profit organization.
- Fundraising activities, effective marketing and donation program strategies.

Ability to:

- Utilize political acumen and community relations ability to build partnerships and advocacy.

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.

- Maintain the positive public image and political viability.
- Demonstrate significant leadership skills to establish and promote a vision for the future. Influence and motivate others to embrace that vision.
- Meet and exceed fundraising goals.
- Demonstrate sufficient skills in monitoring and evaluating program and service results and demonstrating outcomes both qualitatively and quantitatively.
- Demonstrate sufficient skills in resource development to garner grants, legislative appropriations, donations, sponsorships and in-kind services for programs.
- Utilize sound judgment, analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- “Multitask” to handle competing priorities and demands.
- Facilitate employee and community groups to solve problems, resolve conflicts and work effectively and collaboratively.
- Communicate effectively, both orally and in writing. Prepare and present technical and complex verbal and written reports, documents, and recommendations. Make effective and persuasive speeches and presentations.
- Demonstrate strong organization and administration skills. Maintain detailed and accurate records.
- Be a team-oriented leader committed to employee empowerment, problem solving and customer service.
- Travel when required to attend meetings or as needed in the course of work.
- Use a computer/word processor, design and compile data and reports, create presentations, analyze data, and develop budgets. Utilize computer applications (e.g. Microsoft Office) and data management applications for park and recreation service delivery.
- Operate modern office equipment, including fax machines, scanners, multi-line telephone system, printers and copiers.

EDUCATION/EXPERIENCE/TRAINING: Any combination of education, experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience: Seven (7) or more years of previous nonprofit executive management experience with a proven track record of fundraising and growing organizations. Requires considerable experience in supervision of personnel, finance, marketing and public relations, customer service, golf and facility management.

Education: Possession of a Bachelor’s Degree in public administration, business management, recreation, facility management, communications or closely related field required.

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.

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.

While performing the duties of this job:

- The employee is regularly required to sit or stand for long periods of time.
- The employee is regularly required to perform work on a computer, multi-line telephone, copy machine, fax machine, scanner and other office equipment, including calculators.

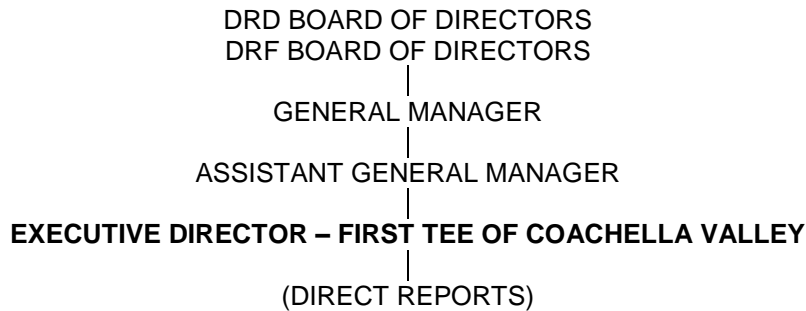
² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- The employee is regularly required to use hands to finger, handle, or feel. Repetitive hand movement and fine coordination are needed when using standard office equipment.
- The employee must be able to read handwritten and printed materials and a computer screen.
- The employee is regularly required to talk or hear since the employee regularly communicates with individuals both in person and over the phone, which requires acute hearing.
- Intermittently, the employee must walk, twist, reach, climb, balance, stoop, kneel, crouch, pull and/or push.
- The employee is regularly required to operate a motorized vehicle.
- The employee must occasionally lift and/or move up to 25 pounds.
- The employee is occasionally required to withstand outside elements including extreme heat, rain, wind, etc.

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

Generally, employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

ORGANIZATIONAL RELATIONSHIP:



Last Updated: 09/14/14

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



District Image Standards

(Please keep for your information – do not submit with your application)

Are you looking to build a great career and LOVE your job? Then the Desert Recreation District is for you! As a member of our award winning team, you have incredible opportunities, advantages and benefits. We are looking for dedicated team members with SUNny personalities, who are passionate about their work, creative, energetic, and enjoy serving others to join us in fulfilling our mission of providing quality programs, services and facilities that promote an active, healthy lifestyle for all.

At the District, we are committed to providing a positive workplace, world-class customer service, teamwork, and fun! We desire individuals who excel in a team environment and encourage and motivate others.

We Offer...

Full-Time Positions - Full-time team members work a standard forty (40) hour workweek and are eligible for a comprehensive benefits package - fully paid premiums for medical, dental, vision and life, as well as retirement benefits, time off benefits, etc.

Part-Time Positions - Part-time team members are hired for thirty-five hours (35) or less in a standard workweek and are eligible for participation in the deferred compensation plan and may be eligible to receive one week of paid vacation (eligibility rules apply).

We Require...

Team members to work several special events throughout the year. These events include but are not limited to Senior Games, Youth Track Meet, Halloween Carnival, Concerts in the Park, etc. Most often, these events take place in the evening or on weekends. Ask your hiring supervisor for more information.

Team Members to comply with our standards, policies and code of conduct. Each team member's dress, grooming and personal hygiene should be appropriate for the work situation. Most District team members will be issued a uniform shirt. Team members are responsible for the care, cleaning and maintenance of their uniform shirts.

CLOTHING – To present the image of excellence, clothing should be classic in style, clean, neatly pressed and fit properly.

- Clothing should be loose fitting and flattering to the individual. Form fitting or tight clothing is not permitted. Very loose or oversized clothing is not permitted.
- Clothing should not appear faded or in need of repair.
- Belts must be worn with shorts or trousers. No oversized belt buckles.
- Uniformed team members: Shirts must be tucked into trousers and shorts.
- Trousers and shorts must be worn on hips. The length of shorts must be at or two (2) inches above the knee. Departments may require certain color trousers and shorts be worn.
- Dress/skirt length must be no shorter than two (2) inches above the knee and professional in appearance. Shirts/Blouses: T-shirts, halter tops, midriffs, tank tops,

low cut blouses, see-through blouses, spaghetti straps, camisole style blouses or anything similar is not permitted.

SHOES – It is recommended that slip-resistant, rubber soled shoes be worn in recreation areas as a safety precaution.

- Shoes need to be cleaned, polished and in good condition at all times, including laces, heels and ties.
- In certain positions, athletic shoes may be required.

PERSONAL HYGIENE – Team members must practice good hygiene (i.e. bathe or shower daily and use deodorant and/or antiperspirant; brush teeth). For the same reasons, an excessive amount of perfume or cologne is offensive to most people; so please use discretion.

HAIR - All team members should keep their hair clean, neatly trimmed, away from their face and present a well-groomed appearance at all times.

- Hair should be clean, free from excessive oils and remain groomed throughout the day.
- Hairstyles should not be extreme. Logos, geometric patterns and designs in the hair are not acceptable. A partially shaved head combined with longer hair is also not acceptable.
- Extremes in dyeing, bleaching, tinting or highlighting are not permitted. If hair is dyed, it must be a “natural color” which is defined as one that could be grown naturally.
- Please be conservative in the use of styling gels, sprays and mousse.
- *Female team members:* Legs and underarms must be clean shaven if not covered by hose/clothing

JEWELRY - Rings, earrings and a classic business style wristwatch are permitted.

- For safety reasons, uniformed team members are not permitted to wear loose fitting jewelry such as bracelets or necklaces. Dangle earrings and hoops are not permitted.
- *Rings:* No more than one ring per hand. Wedding and engagement ring sets are considered one ring if worn on the same finger.
- *Watches:* One watch is permitted on one arm.
- *Earrings:* Earrings are limited to one piercing per ear on the lower lobe only. Ear cuffs are not permitted.

BODY ALTERATION OR MODIFICATION - Intentional body alteration or modification for the purpose of achieving a visible, physical effect that disfigures, deforms or similarly distracts from a professional image is prohibited. Examples include but are not limited to visible tattoos, brands, body piercing (other than the earrings as noted previously), tongue piercing or splitting, and/or earlobe expansion.

- *Body piercing:* Other than earrings, visible body piercing (nose, tongue eyebrow, etc.) is not permitted. If the team member has an ear plug, a flesh colored ear plug must be worn while on duty.
- *Tattoos:* Exposed tattoos are not permitted. Band-Aids, makeup or clothing (such as a white t-shirt) shall be used to cover the tattoo.

DEPARTMENT SPECIFIC GUIDELINES - Department supervisors or managers may issue more specific guidelines for their particular areas. This may include the use of safety equipment or other personal protective equipment.

Remember, the District wants your individuality to shine through with excellence in guest service.