

RECREATION COORDINATOR SUPPLEMENTAL STATEMENT - 2013

The purpose of this supplemental is to allow you to elaborate on your qualifications in specific job-related areas. It is important that you provide this information in as clear and concise a manner as possible. You are limited to a total of two (2) typed (8½ x 11) pages to respond to the items below (not including your work samples). When describing your experience in the following areas, first indicate the job where you gained the experience by referring to the employer name.

1. **DEVELOPING AND CONDUCTING RECREATION PROGRAMS:** Please outline your experience developing, conducting, and/or supporting outdoor recreation programs. Please include in your answer a description of your specific responsibilities in support of programs in each of the following categories:
 - A. Day Camps and Overnight Camping programs
 - B. Kayaking, Canoeing, Biking, Backpacking, & other outdoor recreational programs
 - C. Special Events
2. **MARKETING RECREATION PROGRAMS:** This position assists in the promotion of the District's recreation programs, including graphics/flyer design, developing and maintaining customer databases, conducting market surveys, implementing marketing strategies, drafting press releases, brochure language, etc. Please describe your related marketing experience and include one or two samples of your work (flyer, brochure, newsletter, etc.).
3. **UNDER RESOURCED AUDIENCES:** This position works very closely with under resourced schools, community groups, non-profit organizations, as well as individuals with varying challenges. Please describe your experience planning, developing, and implementing programs for under resourced audiences.
4. **SUPERVISION/LEADERSHIP:** Describe any supervisory experience you may have. Also, describe your experience leading camps/water based programs/overnight adventures and/or special events; include the number of attendees and their make-up (i.e., age group, diversity, etc.), and the type of program or event.

Please remember to limit your response to two (2) pages. Sign this form and staple it to the supplemental pages, along with your work samples and your Application Form, and submit these materials as your completed application packet.

IMPORTANT! I certify that the information I have provided is true and correct to the best of my knowledge. I understand that misrepresentation of information may cause me to forfeit all rights to employment with East Bay Regional Park District.

Signature _____ Date _____