



THE TOWN OF SAN ANSELMO IS SEEKING A RECREATION PROGRAM LEADER

AFTER SCHOOL PROGRAMS • SUMMER CAMPS

\$52,812–\$64,188 ANNUALLY (DOE/DOQ)

EXCITING OPPORTUNITY: Do you love children and want to be involved in your community?

The Recreation Program Leader oversees, plans, and implements supervised after-school programs and summer camps for elementary-aged children, providing leadership and serving as a positive role model. This position is responsible for developing and leading daily age-appropriate arts, crafts, and recreational activities to keep children engaged throughout the program duration. This role may also provide pre-school and event support as needed for town events hosted by the Department.

Applicants must be at least 18 years of age to apply for this position.



ABOUT THE TOWN

The Town of San Anselmo is nestled at the base of Mt. Tamalpais in Marin County, California. Renowned for its picturesque downtown, stunning natural beauty, and vibrant community, the Town is home to approximately 13,000 residents and spans about 2.7 square miles. Residents enjoy an abundance of activities, from hiking and biking in the surrounding parks and natural reserves, to community events like parades and outdoor concerts.

Located just 20 miles north of San Francisco, San Anselmo's proximity provides easy access to a rich array of cultural, dining, and entertainment options. Historically, it has been a hub for artists, writers, and musicians inspired by its natural surroundings and welcoming community. While primarily residential, San Anselmo's economy thrives on a diverse mix of local businesses, drawing visitors from across Marin and the Bay Area.

ABOUT THE DEPARTMENT

The Town of San Anselmo's Recreation Department is dedicated to enhancing the quality of life for residents and visitors alike through a diverse array of recreational programs, activities, and community facilities. From youth sports, classes, workshops, and adult classes to engaging town events, the Recreation Department builds community through enriching experiences.

Led by the Director of Community Services, the department consists of two Senior Supervisors, one Supervisor, two Coordinators, a lead pre-school teacher, and an administrative assistant who collaborate to oversee San Anselmo's eight parks, two community centers, and a wide-ranging catalog of youth and adult activities.



COMPENSATION & BENEFITS

The Town offers a generous compensation and benefits package to support the health, financial security, and overall well-being of its employees, including:

BASE SALARY

\$4,401 – \$5,349 MONTHLY
\$52,812 – \$64,188 ANNUALLY

Salary range placement is dependent on qualifications and experience. A 5.5% salary increase is scheduled to take effect on July 1, 2026.

1

HEALTH INSURANCE

The Town participates in the PERS health insurance program and offers multiple plans. The **Town pays 100% of health insurance premiums** for employees and eligible dependents, up to the cost of the Kaiser plan based on the employee's coverage level.

2

DENTAL INSURANCE

The Town provides mandatory dental insurance through Delta, with an **annual benefit maximum of \$2,000**.

3

VISION INSURANCE

The **Town covers annual eye exams**, one lens change each year, and one frame replacement every two years, with a **\$25 employee deductible**.

4

CALPERS RETIREMENT

New full-time employees are enrolled in the **CalPERS PEPRA Miscellaneous pension plan (2% @ 62)**, which provides a retirement benefit equal to 2% of an employee's highest three-year average salary for each year of service.

5

DEFERRED COMPENSATION (457)

The Town offers a **voluntary retirement savings** plan that allows employees to **contribute pre-tax earnings** to supplement their pension benefits.

6

FLEXIBLE SPENDING ACCOUNT

The Town offers a **pre-tax flexible spending** account through payroll deductions to **reimburse eligible out-of-pocket healthcare and dependent care expenses**.

7

LONGEVITY PAY

Employees receive **longevity pay based on continuous service** with the Town, up to 6%, based on their date of hire:

- +2% at 10 years
- +2% at 15 years
- +2% at 20 years

8

LIFE INSURANCE

The **Town fully covers life insurance coverage** equal to two times an employee's salary, up to a **maximum of \$75,000**.

9

WAIVED COVERAGE CASH BACK

Employees who are already covered under another insurance plan and choose to **waive all Town coverages** (except dental) may receive **cash back up to \$365 per month**.

TIME OFF & WORK-LIFE BALANCE

The Town is committed to supporting employees' work-life balance through comprehensive paid time off and flexible work options, including:

1 SICK LEAVE

1 day accrued per month with unlimited accumulation (up to 6 days annually for family care). Employees can also convert 25% of excess sick leave to vacation leave or deferred compensation.

2 VACATION LEAVE

Accrued paid vacation based on years of service, with increasing accrual rates over time. Includes accrual caps, optional cash-out provisions, and payout upon separation.

Year 1-3	11 days/year
Year 4-7	15 days/year
Year 8-12	18 days/year
Year 13-15	20 days/year
Year 16+	25 days/year

3 FLOATING HOLIDAYS

Employees earn three floating holidays (additional paid days off) to use at their discretion each fiscal year.

4 COMPENSATORY TIME OFF

Employees may choose to earn compensatory time off in lieu of overtime hours, allowing them to **take paid time off at a later date instead of receiving additional wages**, up to a maximum of 80 hours.

5 PAID HOLIDAYS

The Town observes **13 paid holidays**:

New Year's Day
Martin Luther King Jr. Day
President's Day
Memorial Day
Juneteenth
Fourth of July
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve (half day)

6 EMPLOYEE ASSISTANCE PROGRAM

The Town provides access to an Employee Assistance Program that offers **free counseling sessions** and **24/7 resources** for personal, professional, legal, and financial needs.

7 ADDITIONAL LEAVE

The Town also provides paid leave for the following circumstances:

Industrial Leave: up to five days to an employee who has a medically-authorized absence from work resulting from an industrial injury or illness

Bereavement Leave: up to three paid days following the death of an immediate family member or household member; two additional days may be taken as sick leave

ESSENTIAL DUTIES & RESPONSIBILITIES

AFTER SCHOOL PROGRAMS & SUMMER CAMP LEAD

- Demonstrate excellent customer service and communicate effectively with schools, staff, parents, and children, both orally and in writing
- Possess strong leadership skills in chosen area of expertise
- Create and implement curriculum within an allocated budget
- Plan, implement and lead age-appropriate arts, crafts, or activities daily
- Manage checking in and checking out each child to their proper guardian and accurately maintain attendance records
- Encourage good behavior and appropriate manners
- Maintain structure and nurturing environment while encouraging students to participate and enjoy the program
- Perform daily responsibilities, take direction from supervisors, and maintain a clean, safe environment
- Enforce rules and policies of the Child Care Programs and Recreation Department
- Supervise and ensure the safety of the children during program
- Motivate participants through example
- Create and maintain a positive after school environment
- Render first aid in case of minor injuries
- Assist with occasional events on weekends and evenings
- Perform related duties as required



THE IDEAL CANDIDATE



EDUCATION & EXPERIENCE

- Any combination of **education, training, and experience** which provides the required knowledge and abilities will be considered qualifying.
- The ideal candidate is **patient, responsive, timely, and customer service-oriented**, with a strong attention to detail.



LICENSES & CERTIFICATIONS

The candidate should possess, or obtain within two (2) weeks of hire:

- A valid **Cardiopulmonary Resuscitation (CPR)** certificate
- A valid **First Aid Certificate** issued by an organization, such as the American Red Cross



KNOWLEDGE, SKILLS & ABILITIES

- Ability to **responsibly supervise elementary-aged children**, ensure their safety, enforce rules, and respond appropriately to emergencies
- Skill in **planning, organizing, and leading** age-appropriate crafts, games, and enrichment activities to keep children engaged
- Ability to **encourage positive behavior and social development** while maintaining a structured, inclusive, and nurturing environment
- Ability to **design and implement curriculum** within an allocated budget
- Strong interpersonal skills to **communicate effectively** with parents, schools, staff, and children, both verbally and in writing
- Ability to **maintain accurate program records**, including attendance, check-in/check-out procedures



WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

- Candidates must be **at least 18 years of age** to apply and, if selected, must successfully **pass a pre-placement fingerprint background** review.
- Employees in this position must be able to **lift up to 50 pounds** and be **comfortable contacting emergency services** (911) when necessary.
- This position is well suited for individuals who enjoy **working in an active environment away from a desk**. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY

To apply for this position, please submit the following documents to Human Resources by February 22, 2026 at 5:00 PM:

1. Letter of interest
2. Your current resume
3. Completed Town employment application

The Town of San Anselmo is an equal opportunity employer and support workplace diversity.

APPLY ONLINE

SANANSELMO.GOV/APPLY

APPLY BY MAIL

**Town of San Anselmo
ATTN: Human Resources:
525 San Anselmo Avenue
San Anselmo, CA 94960**

APPLY BY EMAIL

HR@SANANSELMO.GOV

RECRUITMENT TIMELINE

RECRUITMENT OPENS

THURSDAY, FEB 5
12:00 PM

RECRUITMENT CLOSES

SUNDAY, FEB 22
5:00 PM

INTERVIEWS

TUESDAY, MAR 3
9:00 AM TO 12:00 PM
WEDNESDAY, MAR 4
9:00 AM TO 12:00 PM

BACKGROUND CHECK

MONDAY, MAR 9
ESTIMATED