



ABOUT MILL VALLEY:

The City of Mill Valley is 10 miles north of San Francisco and 40 miles from California’s famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry.

Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town’s growth from a small mill town to the modern full-service city it is today. Our population’s approximately 14,000 residents live in a 4.8 square mile area, although we serve as the center for a larger unincorporated Mill Valley area with more than 30,000 residents. The City of Mill Valley has a staff of almost 150 regular employees and an annual operating budget of approximately \$41 million.

ABOUT THE DEPARTMENT:

The Recreation Department consists of five divisions: Administration, Community Programs, Citywide Programs, Aquatics & Fitness Center and Community Center. As a department, we take our work seriously, but try not to take ourselves too seriously. Known as the “fun” department, we strive to foster a collaborative and collegial atmosphere among staff. We believe in providing high quality programs, activities, and events to the community, offering excellent community service, and remaining adaptable and responsive to our residents’ needs and expectations.

With 20+ benefitted staff and over 150 part-time staff and independent contractors, a \$5.3 million operating budget, and oversight of the Community Center complex and the Arts Commission event programs, the department offers a full range of arts and recreation facilities, programs, and services and support for the residents, businesses and City departments.

ABOUT THE POSITION:

Under general direction from the Recreation Supervisor, the **Program Coordinator - Facilities** is responsible for assisting with the smooth operation of activities, programs, rentals and special events at multiple Recreation Facilities. This position requires a high level of customer service, attention to detail, marketing prowess, and event planning and management expertise. Please note: this position requires a Saturday through Wednesday work schedule with an opportunity to review after six months of successful employment.



Above: Wedding at the Mill Valley Community Center

THE

IDEAL CANDIDATE:

The ideal candidate will have significant customer service experience, ideally in a fast-paced and dynamic setting. A bachelor’s degree from an accredited four-year college or

university with major coursework in arts, recreation, or a related field with a minimum of two years of experience in special events, event production, etc. is preferred.

Please make sure to read the Job Description for complete information on the job and requirements.

SALARY AND BENEFITS:

\$3,882 - \$5,200 /Month DOE

The City of Mill Valley is pleased to offer a comprehensive benefits package that includes health, dental, life, and long-term disability insurances, a 457-deferred compensation plan, retirement through CalPERS and generous leave.

APPLICATION INSTRUCTIONS:

1. To apply, please visit www.CalOpps.org.
2. Utilizing the application process in the above link, please also upload your Cover Letter and Resume.

Resumes will not be accepted in lieu of the City’s official application form but should accompany the application.

Filing deadline is 11:59P.M. Friday, September 24th.

The City of Mill Valley is an Equal Opportunity Employer.