



City of Sunnyvale

Recreation Services Coordinator 1

SALARY	\$42.38 - \$54.08 Hourly	LOCATION	Sunnyvale, CA
JOB TYPE	Full-Time	JOB NUMBER	25-00120
DEPARTMENT	Library and Recreation Services	OPENING DATE	09/15/2025
CLOSING DATE	10/13/2025 5:00 PM Pacific		

Description

RECREATION SERVICES COORDINATOR 1

Regular, Full-Time Employment Opportunity

The position opens Monday, September 15, 2025, and the final filing date is Monday, October 13, 2025, at 5:00 pm or after receiving 75 qualified and complete applications, whichever is first.

City of Sunnyvale is recruiting for an energetic, creative, and passionate Recreation Services Coordinator 1. This position is based at the Sunnyvale Recreation Center and provides support for a wide range of staff-led and contracted programs. The role is responsible for coordinating programs by negotiating partner contracts, developing program schedules, monitoring enrollment trends, and providing guidance to staff and contractors as needed. The Library and Recreation Services Department inspires a healthy community by fostering lifelong learning and play through progressive services and programs for all.

Join a team that works in a fast-paced and diverse community as we work towards building a fun, inclusive and engaged community. If you are seeking to provide services that are inclusive, compassionate, creative and are a curious, dedicated individual, then you are an ideal candidate for this position.

The list established from this recruitment may be used to fill future Recreation Services Coordinator 1 vacancies within the Department.

City of Sunnyvale Benefits:

- CalPERS retirement pension
- Medical, dental, and vision benefits
- Retiree medical benefit
- 11 paid Holidays
- 30 hours* of Floating Holidays (*Prorated based on date of hire)
- Paid Time Off (PTO) accruals
- Employee Wellness Programs

Under general supervision of a Recreation Services Manager, plans, coordinates, monitors, and leads community recreation, arts and community services programs, services and facilities for an assigned program area; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Recreation Services Coordinator I is the entry-level classification for this job series. Initially, incumbents perform assigned duties under general supervision, while learning related policies and procedures. Recreation Services Coordinator I is distinguished from the Recreation Services Coordinator II classification by the performance of less than the full range of duties assigned to the Recreation Services Coordinator II. As experience is gained, there is a greater independence of action within established guidelines. The classification is alternately staffed with Recreation Services Coordinator II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level classification. Incumbents are not automatically promoted to the higher level; the needs of the department determine the level of assignment.

Essential Job Functions

(May include, but are not limited to, the following):

- Plans, coordinates, monitors, leads and directs programs, services and facilities in specific and defined program areas.
- Plans and coordinates programs, services and facilities by analyzing demand and researching trends, demographics and needs of program participants; evaluates current programs and plans for future programs; prepares justification for recommended programs.
- Designs and implements customer feedback system to support city-wide customer service strategy; administers, tabulates, evaluates, and modifies programs, services and facilities to respond to customer satisfaction surveys.
- Prepares and monitors revenue and expense projections and budget reports for assigned program area(s).
- Ensures assigned building(s), facilities and equipment are operational and free of health and safety hazards; may open, close and secure facilities.
- Researches and makes recommendations on facility and building renovations.
- Supports marketing promotions and strategies, including preparation of brochures, flyers, posters, news releases, social media, and other marketing devices and promotional materials.
- Acts as liaison to special agreement groups, community organizations and Commissions, within assigned program area.
- Coordinates purchases and installations with appropriate City departments for approved equipment.
- Initiates and negotiates service contracts and rental agreements; administers contracts, including preparation of invoices and monitoring payment processes within level of authority.
- Participates in staff and professional meetings, organizations, committee workshops and conferences.
- Develops and prepares reports, correspondence and documentation.
- Assists the public in locating, selecting and/or developing appropriate recreation, arts and community services programs, services and facility resources.
- Schedules, trains, recruits and evaluates regular full time, regular part-time, and casual employees and volunteers for assigned program area; provides day-to-day direction within assigned program.
- Monitors and approves timecards.
- Makes recommendations for allocation of resources based on program and facility needs for personnel, equipment and materials; monitors equipment, materials and resources related to assigned program area.
- Keeps abreast of trends, issues, and the impact of local, state and federal legislation on programs, services and facilities and the impact to the community; attends professional workshops and conferences as resources allow.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, books and documents weighing up to 100 pounds is also required. Some duties require incumbents to work outdoors in various weather conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Minimum Qualifications

Education & Experience

The minimum qualifications for education and experience can be met in the following way:

Recreation Services Coordinator I

A Bachelor's degree from an accredited college or university in recreation/leisure, arts administration, hospitality management, human services, public administration, business administration or a related field; AND

Two years of experience in recreation programs or other community based services.

Knowledge of:

Recreation Services Coordinator I

- Recreation, arts and community services standards, practices and resources.
- Common recreational and social needs of various populations and age groups.
- Principles and practices of program, service and/or facility operations, including the methods and techniques of evaluation and budgeting.
- Basic mathematics.
- Office methods, procedures, software and equipment.
- Principles of customer service.

Ability to:

- Plan, organize and implement recreation, arts and community services and facilities services programs in a specialized area.
- Operate a computer using word processing and business software and other office equipment.
- Determine and implement the appropriate course of action in emergency and/or stressful situations.
- Facilitate meetings, presentations and other activities in support of assigned programs.
- Creatively problem-solve.
- Understand and follow written and oral instructions.
- Communicate effectively, both orally and in writing.
- Establish, maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Develop and implement recreation, arts and community services programs, services and facilities that meet the needs of the community.
- Learn the operation, policy and procedures of the Library and Recreation Services Department.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles, manage risk, and work in a safe manner.

Willingness to:

Work irregular hours or shifts, and on nights, weekends, or holidays when needed.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternative transportation as approved by the appointing authority and a safe driving record.

DESIRABLE QUALIFICATIONS

- Additional experience in one or more of the following specialty areas: Arts, Customer and Business Services, Special Populations, Seniors and Therapeutics, Sports and Aquatics, and/or Youth and Teen Services.
- Eligible for state and national certification in Therapeutic Recreation.
- Certification with California Board of Recreation Therapy Certification (CBRTC) and/or National Council for Therapeutic Recreation Certification (NCTRC).

- A Master's degree.

Application and Selection Process

APPLICATION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources. **Interested candidates are encouraged to apply as soon as possible as the posting will close after receiving 75 qualified and complete applications or by Monday, October 13, 2025 at 5:00 pm, whichever is first.**

Candidates are asked to fully describe any training, education, experience, or skills relevant to this position; resumes are not accepted in lieu of an application. Electronic applications may be submitted online through the City's employment page at [Sunnyvale.ca.gov](https://www.sunnyvale.ca.gov) and click on JOBS. **Late or incomplete applications will not be accepted.**

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the **oral examination process scheduled for Thursday, October 30, 2025.** (Note: The examination process may be changed as deemed necessary by the Director of Human Resources.)

SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. **Top candidates on the eligibility list will be invited to participate in a selection interview with the department tentatively scheduled for the week of November 10, 2025.**

Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as a medical exam(s) administered by a City selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate, selected by the hiring department will be required to submit proof of education (i.e. original copy of the diploma or college/university transcripts). A candidate with education obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate's expense to determine its equivalency in the United States. Candidates may utilize any third-party agency for the evaluation. If you search 'education equivalency verification' or similar online, you will obtain results for agencies that provide this evaluation service.

ADDITIONAL INFORMATION

Positions in this job classification are represented by the [Sunnyvale Employees Association \(SEA\)](#).

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job](#)- YouTube (5:13)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

Employer

City of Sunnyvale

Address

456 W. Olive Avenue

Sunnyvale, California, 94086

Phone

408-730-7490

Website

<https://sunnyvale.ca.gov>

Recreation Services Coordinator 1 Supplemental Questionnaire

*QUESTION 1

Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

****Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

- ☐ Yes
- ☐ No

***QUESTION 2**

Do you have a Bachelor's degree from an accredited college or university in recreation/leisure, arts administration, hospitality management, human services, public administration, business administration or a related field?

- ☐ Yes
- ☐ No

***QUESTION 3**

Do you have two years of experience in recreation programs or other community-based services?

- ☐ Yes
- ☐ No

***QUESTION 4**

If you answered yes to the question above (Question 3), describe your experience in the space below. Include the number of years of experience, the name of the organization where you obtained your experience, your role and responsibilities and notable accomplishments. If you answered no, enter N/A in the space below.

***QUESTION 5**

Describe your experience and role in program management, implementation and analysis. Please include years of your full-time experience, number of part-time or full-time staff supervised. If you do not have this experience, please explain how you would try and obtain this knowledge. The response you provide will be used to further identify applicants who are best qualified to continue in the selection process for the position.

***QUESTION 6**

Describe your experience in developing new partnerships or programs. What goal or outcome was accomplished through building these new programs or partnerships? If you do not have this experience, please explain how you would try and obtain this knowledge. The response you provide will be used to further identify applicants who are best qualified to continue in the selection process for the position.

***QUESTION 7**

Please describe your background, experience, and level of responsibility related to staff recruitment, training, coaching, mentoring and retention. Please provide detailed examples, including the employer you worked for, the

number of years you worked for them, and the specific duties you were responsible for the areas described above. If you do not have this experience, please explain how you would try and obtain this knowledge. The response you provide will be used to further identify applicants who are best qualified to continue in the selection process for the position.

* Required Question