



City of South San Francisco  
Department of Parks & Recreation  
**Full of Fun - Recreation & Community Services**  
**Program Coordinator**  
**Recreation**

**Salary:** \$39.59 to \$48.12 per hour

**Benefits:** This is an hourly, part-time, non-benefited position

**Shift & Hours:** Evening hours once a month and Monday - Friday 8:00 a.m. to 5:00 p.m. for three weeks during the summer

**Location:** Roberta Cerri Teglia Center & Alice Pena Bulos Center

**The Department:** The Parks and Recreation Department is the third-largest department in the City and is organized by program area, with each program administered by a supervisor, coordinator, or specialist. The Parks and Recreation Department is composed of a Director and 22 full-time management positions. The department is comprised of the Recreation, Parks, and Facility Maintenance divisions. The Recreation Division consists of eight program areas, Aquatics, Classes, Cultural Arts, Youth Enrichment Services, Preschool Early Learning, Senior Services, Sports, and Rentals.

Under direction of the Recreation Supervisor, the Program Coordinator implements a safe recreational and educational program that provides for the full intellectual and social support of the clients. The coordinator position is responsible for the planning and implementation of the Full of Fun Program (once a month activities and three weeks of summer programming) for young adults with special needs.

**Coordinator duties and Responsibilities**

- Supervises and evaluates employees and volunteers; may assist in recruiting, interviewing, and selecting employees; ensures the orientation of staff to the center's basic philosophy, policies, and programs.
- Works cooperatively with staff, families, clients, school district employees, and other public- and private-sector staff and volunteers; coordinates with appropriate agencies to ensure that necessary services are provided to clients.
- Assists in developing, implementing, and coordinating the day-to-day program operations.
- Assists with public relations duties such as preparing and distributing flyers, press releases, brochures, social media announcements, and other marketing materials.
- Assists in financial management of the program by collecting revenues.
- Identifies, conducts, and provides for staff training as required/needed.
- Performs other related duties as required.

**Knowledge of:**

- Principles, methods and practices of working with young adults with special needs.
- Principles of supervision, training, and employee development.
- Computer systems and associated programs.

**Ability to:**

- Plan, coordinate, and direct the services of a specific program.
- Develop and implement procedures and systems.
- Effectively supervise assigned personnel.
- Display outstanding customer service skills.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience:** Two years of progressively more responsible experience in delivering recreation, leisure, or human service programs in the assigned area.

**Training:** Equivalent or in progress to a Bachelor's degree in recreation, psychology, social work, or a related human services field.

**License/Certificates:** CPR/First Aid certificates preferred but not required. Possession of, or the ability to obtain, an appropriate, valid California Driver's license and a satisfactory driving record.

**RECRUITMENT TYPE:**

This is a continuous recruitment and may close any time.

**HOW TO APPLY:**

Complete online application: [www.calopps.org](http://www.calopps.org)