

CITY OF SOUTH SAN FRANCISCO
EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:
**Recreation & Community Services
Program Coordinator**

City of South San Francisco • Human Resources Department • 650.877.8522 • www.ssf.net • EOE

**DEADLINE TO APPLY | DEADLINE EXTENDED TO WEDNESDAY, JUNE 25, 2025 AT 5:00 P.M. OR
UPON RECEIPT OF THE FIRST 100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.**

For detailed information and to apply online, go to: www.calopps.org



SALARY: \$78,041.00 - \$94,868.00 annually

The Parks and Recreation Department mission is to provide opportunities for physical, cultural and social well-being; protect and enhance the physical environment; and ensure the effective and efficient use of public facilities and open space. The Recreation Division sponsors recreation and enrichment programs that meet community needs, address childhood obesity, promote wellness, create a culture of curiosity and learning, enhance the quality of life for the participants, and stimulate economic and community development. Recreation staff are also tasked with operating recreation centers, picnic sites and rental facilities, preschools and select South San Francisco Unified School District after school sites that serve residents of all age groups.

IDEAL CANDIDATE | The ideal Recreation and Community Services Program Coordinator will have knowledge of principles, methods, and practices of the assigned program area; management of licensed programs, grant funded programs, and recreational facilities/programs; and principles of supervision, training, and employee development. The ideal candidate will also have the ability to plan, coordinate, and direct the services of a specific program; develop and implement procedures and systems; establish and maintain cooperative working relationships with those contacted in the course of work; and display outstanding customer service skills.

SELECTION PROCESS | The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. A resume and transcripts must be included but *do not* substitute for a completed application. The most highly suitable and qualified candidates will be invited to participate in an oral board interview (weighted at 100%), tentatively scheduled for **the week of July 21, 2025.**

Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list. Top scoring candidates will be invited to the next phase of the selection process which will consist of a departmental interview.

QUALIFICATIONS | *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:*

Training: Completion of at least 12 college units in the following related areas (College transcript must be attached to application): Early Childhood Education, Recreation, Physical Education, Human Services, Social Welfare.

With a focus in: Child Development; Principles or Theory; Curriculum; Child, Family, Community; Administration-Human Relations.

Experience: At least 2 years of experience supervising adults and serving in a leadership role, and two years of experience working with elementary school age children in an academic and enrichment program.

Licenses and Certificates:

All required licenses and certificates must be maintained as a condition of employment.

- Possession of, or the ability to obtain, an appropriate, valid California Driver's license and a satisfactory driving record.
- Possession of a current first aid and CPR certificate.

**HOW TO APPLY | FINAL FILING DATE IS JUN 25, 2025 AT
5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE
APPLICATIONS, WHICHEVER OCCURS FIRST.**

Apply online via CalOpps at:

<https://www.calopps.org/city-of-south-san-francisco>