



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, Arts Commission events, and City's new Public Art Program. The department offers a full range of arts and recreation facilities, programs, and services and support for residents, businesses and City departments.

ABOUT THE POSITION:

The City of Mill Valley is seeking a self-directed problem-solver with an entrepreneurial spirit, high standards of excellence, and demonstrated commitment to public service and program development.

Under the direction of the Recreation Supervisor, the **Recreation Coordinator – Aquatics** manages the City's aquatics programming which includes swim lessons, lap swim, water-walking, fitness classes, etc. This position also supervises all lifeguards, teachers, aides, and instructors and provides key assistance to the Recreation Supervisor on all related matters.

The City of Mill Valley is an Equal Opportunity Employer.



Above: Mill Valley Recreation's Swim Lesson Program

THE IDEAL CANDIDATE:

The ideal candidate will have significant experience with the practices and principles of program administration, development, implementation, coordination, and promotion. In addition, the applicant will possess previous experience in recruiting and supervising staff, ideally in a fast-paced and dynamic setting. A bachelor's degree from an accredited four-year college or university with major coursework in recreation, or a related field is required. Please note that a minimum of two years of experience in delivering aquatic programming is also required. Finally, the following certifications are required: lifeguard certificate, CPO, LGI/WSI or ability to obtain a combination of these certificates within six months of hire.

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

SALARY AND BENEFITS:

\$5,052 - \$6,773 /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 5:00 P.M. Friday, September 17th, 2021.