



We invite applications for the position of:
Community Services Coordinator
\$42.89-51.21/hour
Open until 4/10/26

The City of San Mateo Parks and Recreation Department is looking for responsible, enthusiastic, and team-oriented individuals to join our Team!

The Position:

Are you seeking a meaningful career serving youth in a diverse, multicultural community? Join our team and make a positive difference every day. The Community Services Coordinator is delegated lead responsibility for planning, implementing, and evaluating a program of activities or services within a specified program assignment, and, typically, for providing direct leadership in a portion of that assignment. This assignment may be a specifically defined programming area that is narrower in size or scope than those assigned to Supervisors or comprised of multiple delegated responsibilities. This position will coordinate programs and services for the Police Activities League (PAL). This position receives general supervision from higher-level recreation positions and may exercise functional and technical supervision over lower-level and part-time recreation personnel and volunteers.

Qualifications:

The ideal candidate will have a valid State of California driver's license. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Typical ways to obtain knowledge and abilities would be:

Experience: Two years of responsible paid leadership experience in recreation or a related human services setting

Training: Equivalent to the completion of the twelfth grade supplemented by college-level courses in recreation or a related field.

The candidate should know the basic principles and methods of planning, coordinating, and leading recreation and human services programs and activities. They should understand simple arithmetic and how to handle recreation equipment and materials. A candidate should have knowledge of general office procedures and an understanding of community groups, activities, programs, and facilities. They should understand the basic principles of supervision, training, and performance evaluations. Bilingual ability in Spanish is highly desirable. A bilingual pay differential is available for candidates fluent in identified languages. Availability is required between 20 and 40 hours per week, depending on the time of year. Availability is typically Monday through Friday; however, occasional weeknights and weekends will be required for PAL special events.

Job Responsibilities:

Duties may include, but are not limited to, the following:

- Instruct and lead specialized recreation and human services activities in such areas as sports, cultural arts, programs for the handicapped, senior citizens, crafts, teens and other areas of leadership requiring leadership in a structured environment.
- Provide activities and general facility supervision and control at a community recreation center or special use facility.
- Coordinate, develop, implement, and evaluate programs and services in assigned program area. Perform a variety of office related functions including program registration, answering citizen inquiries both in person and on the telephone and maintaining routine records and reports as required.
- Observe and take precautions to secure the safety of participants and spectators.
- Assist in preparing program facilities for structured program activities and special events.
- Occasional driving of City vehicles to support programmatic needs, including transporting youth participants on field trips.

Are You Interested? Apply!

Applications can be found on our website at www.cityofsanmateo.org, on-line at www.calopps.org or at City facilities to e-mail to Mvenneri@cityofsanmateo.org If you have any questions, contact Community Services Supervisor, Michele Venneri via email or 650.522.7484.

Fine Print Prior to hire, candidates will be required to successfully complete all pre-employment requirements, including reference checks, a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) Live Scan fingerprint background check, and Tuberculosis (TB) clearance. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify wleopoldino@cityofsanmateo.org or (650) 522-7263 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.