



SAN RAFAEL

THE CITY WITH A MISSION

Program Coordinator

\$4,791 - \$5,824 per month

(Salary schedule reflects a 5% furlough reduction for FY20/21)

Plus excellent benefits

APPLICATION DEADLINE: *Apply by Friday, April 30, 2021 for first consideration*

THE POSITION:

The Library and Recreation Department (Recreation Division) is seeking a full-time Program Coordinator. The Program Coordinator performs planning, coordination, and supervision of recreation programs, events and activities, including planning, scheduling and implementing recreational activities in a specific program area; recruits, coordinates and supervises the activities of regular, temporary and volunteer staff; prepares program budgets and monitors expenditures; administers the rental, scheduling, use and maintenance of major recreation facilities; and performs related work as required. The Program Coordinator is expected to exercise judgment and initiative in their management of an assigned center or specialized program which include youth programs, aquatics, sports, and seniors. Program Coordinators are assigned to one or more of the above divisions in the Community Services Department. The basic job duties of a Program Coordinator are similar in nature yet vary according to the assigned division.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Duties are illustrative and not all inclusive and may vary with individual assignment.)

- Provides direction to and supervises regular, temporary and volunteer staff, including selecting, monitoring, training, scheduling and determining workloads; assists with hiring, disciplinary and evaluation processes.
- Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the assigned department division(s).
- Participates in the preparation and administration of an assigned recreation center or specialized recreation program budget.
- Plans, evaluates and coordinates programs, classes, athletic activities and special events, including scheduling facilities, ensuring facilities are set up, scheduling trips and hiring coaches.
- Monitors the day-to-day operations of programs and events, including making site visits, handling and resolving complaints not requiring the attention of a supervisor and ensuring that programs and events have required materials and supplies.
- Formulates and organizes program plans and schedules for seasonal and year-round activities such as athletic leagues, aquatics programs, special events and day and summer camps.
- Acts as liaison and representative with a variety of advisory boards, commissions, community groups, law enforcement agencies, schools and councils.
- Creates program flyers, brochures, catalogs and newsletters, including determining content, layout, materials and distribution methods; prepares activity and operating reports.

- Enforces safety and operating procedures and provides for maintenance needs including compliance with health and safety codes and building codes.
- Books facility rentals for customers; attends to facility users needs, including permits and equipment; prints weekly event schedule and ensures that all setups are done, manages facility budget, including maintenance and supplies.
- Performs other duties of a similar nature or level.

KNOWLEDGE OF:

- Good customer service techniques.
- Principles and techniques of directing group, social and recreational activities.
- Principles and practices of managing recreational programs for community parks, community centers, youth and senior centers, aquatic centers and/or athletic facilities.
- Recreation site management, including operations and maintenance.
- Techniques of effective supervision; and
- Financial record keeping practices as applied to recreation programs.

SKILL IN:

- Coordinating and scheduling the work of temporary and volunteer staff.
- Coordinating and scheduling programs, events, and activities.
- Inventorying and ordering supplies, equipment and materials.
- Interpreting and enforcing policies and procedures.
- Maintaining files and monitoring and tracking fees and payments.
- Developing interpersonal relationships with a variety of users and sponsors.
- Using computers and related software.
- Communication to interact effectively with co-workers, supervisors, subordinates, volunteers, and the general public sufficient to convey information and to receive work direction.

EDUCATION AND/OR EXPERIENCE:

- Equivalent to graduation from a four-year college or university with major coursework in recreation administration, physical education, leisure services or a related field **AND**
- Two (2) years full-time or its equivalent experience; **OR**
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record..

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City, and have availability to work off-hours shifts or events as required; strength to lift and carry materials weighing to 40 pounds; mobility lead groups in activities involving steep or rough terrain; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to video display. The employee is frequently exposed to outdoor weather conditions and frequently works in evenings or weekends and inside environmental conditions. The employee

is occasionally exposed to moving mechanical parts and occasionally works with use of a personal vehicle. The noise level in the work environment is usually loud.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include any or all of the following: Application appraisal, oral board examination, and written examination. The passing point for the oral and/or written examination final score will be 70%. Prior to appointment, candidate must pass a background check, DMV check, pre-employment physical/drug screen, and fingerprinting. To file an application, go to www.calopps.org. Select "Member Agencies". Select "City of San Rafael". For more information on the City of San Rafael, go to www.cityofsanrafael.org. Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20105349>

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at 415-485-3474 no later than seven (7) calendar days before the test date.