



SAN RAFAEL

THE CITY WITH A MISSION

Program Coordinator

\$5,442 - \$6,615 per month
Plus excellent benefits

APPLICATION DEADLINE: *Apply by Monday, August 22, 2022, for first consideration*

THE CITY is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 61,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$120 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

THE POSITION:

The City of San Rafael is recruiting for a Program Coordinator in the Recreation Division of our Library and Recreation Department. Under general supervision of the Recreation Supervisor, this position 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, and use/maintenance of major recreation facilities. Program Coordinators are 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.

This position performs the following essential job duties (including but not limited to and may vary with 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.

To be eligible for this position you must have knowledge of/ability to:

- 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.
- Financial record keeping practices as applied to recreation programs.
- 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.

OTHER REQUIREMENTS:

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

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 of full-time or its equivalent of recreation experience, **OR**
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 up to 40 pounds; mobility to 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. The examination process may include the following application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, candidate must pass a pre-employment physical, background check/fingerprinting, clean DMV report and drug screen. To file an application, go to: www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to apply via CalOpps: <https://www.calopps.org/san-rafael/job-20275002>

For more information about the City of San Rafael, please visit www.cityofsanrafael.org

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 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.