



Invites Applications for:

Program Coordinator

(Building Monitor)

Part-Time Temporary Employment limited to 1,000 hours annually

No Benefits

Final Filing Date: Open and Continuous

THE POSITION

The City of American Canyon’s Parks and Recreation Department invites creative and responsible individuals to apply for the position of Program Coordinator for the Building Monitor Program. It is the long-term vision of the American Canyon Parks and Recreation Department to, “inspire fun; together (with the residents) create community.” The Program Coordinator will perform a variety of duties to lead the Building Monitor Program ensuring the rental use of city buildings are enjoyable and safe for patrons and the community.

This position is considered a temporary/part-time classification and is limited to no more than 1,000 hours per year. Typical work schedule includes irregular hours which include: primarily weekend days and evenings, weekday afternoons and evenings, and some holidays.

MINIMUM QUALIFICATIONS

Experience & Education: High School diploma or its equivalent and one year experience in program development and implementation.

At least six months experience in a program leadership role in municipal government and recreation setting is **highly desirable**.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to the physical disability will be reviewed on the case-by-case basis.

Certificate:

Possession of, or ability to obtain, current certificates in Adult CPR/AED, Child CPR and First Aid. Must be acquired, and an original presented to the Human Resources Department before hire.

THE SELECTION PROCESS

The City of American Canyon application and supplemental questionnaire must be submitted. To apply, please visit www.cityofamericancanyon.org (Just click jobs at the top of the home page).

Based on a review of qualifications and the supplemental application those applicants determined to be the most qualified will be invited to an oral interview.

Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education.

After a Conditional Offer of employment is made, applicants may be required to complete and pass a drug screen. Conditional Offers of employment will be made and contingent upon successful completion of Livescan Fingerprinting. The resulting report of conviction history (if any) will be used to determine whether the nature of the conviction (or arrest, in limited circumstances) will disqualify you as a candidate based on the specific requirements of the position to which you are applying. If selected for fingerprinting, the hiring department will contact you to schedule an appointment.

Veteran's Preference- view City Policy at www.cityofamericancanyon.org/government/city-hall/human-resources/job-opportunities

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of Release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of American Canyon will afford veteran preference over other candidates.

COMPENSATION AND BENEFITS: Hourly Rate: \$18.11 - \$22.02; No Benefits

This publication can be made available in alternative formats for persons with Disabilities by calling (707) 647-4361 (Voice) or 711 for the California Relay Service or emailing the ADA Coordinator, Carmela Santos at csantos@cityofamericancanyon.org.

Please allow 72 hours for your request to be process.

The City of American Canyon is an Equal Opportunity Employer.

City of American Canyon
Program Coordinator Supplemental Application

1. This position acts as the primary liaison between the City and renters of our building facilities. We expect this position to provide exceptional customer to the building renters. Please explain your customer service philosophy.
2. As a coordinator, this position is responsible for leading, training/coaching and coordinating building monitor staff. Please explain past experiences when you have served in a leadership role. Please include your role (position, title, and main responsibilities), how many people you led and what was the function.
3. This position requires work on weekends (day and evenings) and week day afternoons/evenings. Please confirm your available to work these times.