



## **RECREATION COORDINATOR**

### **Senior Center & Enrichment Programs**

**\$21.64 - \$26.30 per hour**

*Plus excellent benefits (i.e., City-paid Classis CalPERS and Health at Kaiser Family Rate)*  
*Apply by 5 p.m. Monday, December 3, 2018.*

Oral Board Examination held on **Thursday, December 13, 2018**  
Department Interview held on **Wednesday, December 19, 2018**

#### **COMMUNITY**

Located nearly halfway between the metropolitan powerhouses of San Francisco and the state's capital, Sacramento, Suisun City is hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail service right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or even a place to work, particularly with its reverse commute for inner Bay Area residents. The Waterfront Promenade offers beautiful views and serves as an ideal setting for the myriad of outdoor activities, dining choices and lunch hour strolls.

#### **THE DEPARTMENT**

The Recreation and Community Services Department is responsible for the operations and programs of the Suisun City Marina, the Senior Center and the Joseph A. Nelson Center, including preschool, after-school programs at various sites, recreation classes and sports leagues, community events and special event rentals.

#### **THE POSITION**

The ideal candidate will be responsible for planning, organizing, coordinating, promoting, implementing, and coordinating the delivery of assigned recreation programs, activities, and classes.

#### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans regular outings and trips for the senior community and other participants; supervises and participates in the programming of special events.
2. Develops comprehensive enrichment programs for youth, adults, and senior population.
3. Plans, organizes, coordinates, implements, and evaluates the delivery of assigned recreation programs, activities, and classes; develops and coordinates schedules of activities.
4. Participates in recruiting, selecting, training, motivating, and evaluating assigned part-time, contractual, and volunteer employees; provides staff training; works with employees to correct deficiencies; evaluates assigned staff; initiates disciplinary procedures as appropriate.
5. Develops schedules and work methods for performing assigned duties; monitors work flow and work activities; ensures adherence to safe work practices, methods, procedures, and practices.
6. Assists in the preparation and monitoring of assigned budgets; provides information for forecasting funds needed for staffing, equipment, materials, and supplies; recommends the purchase of necessary equipment and supplies; monitors expenditures.

7. Markets and promotes assigned recreation programs, services, activities, and/or classes to the community; prepares and coordinates the development and distribution of marketing and publicity material including press releases, brochures, pamphlets, flyers, and printed schedules.
8. Administers agreements between City and a variety of community-based organizations.
9. Serves as liaison to various boards and commissions; may provide input to an outside advisory committee.
10. Participates in the development and implementation of policies and procedures for assigned recreation services.
11. Attends and participates in professional group meetings; stays current with trends in the field of recreation.
12. Performs related duties as required.

## **QUALIFICATIONS**

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Equivalent to completion of the twelfth grade. College-level coursework in recreation, leisure studies or related field.

### **Experience:**

Two years of responsible recreation program experience.

### **License or Certificate:**

Possession of an appropriate driver's license. Possession of, or ability to obtain, a Cardiopulmonary Resuscitation Certificate (infant, child and adult), and Standard First Aid Certificate.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions outlined in the class specifications for Recreation Supervisor 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 job functions.*

## **BENEFITS**

**The benefit package includes:** Public Employees Retirement System (PERS) of 2% @ 55 for Classic Employees (fully paid by City, including EPMC), or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act of 2013; individual selection of medical, vision and dental insurance options up to a set dollar amount; and employee life insurance. The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$300 per month in lieu of enrolling in the City's health plans. The City has an IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Suisun City does not participate in the Social Security System. In accordance with federal law, the City is required to withhold for Medicare.

**Leave benefits include:** Employees currently receive 80 hours paid vacation per year for the first five years of service, 120 hours after 5 years, 144 hours after 10 years, 160 hours after 15 years, and 184 hours after 19 years; as well as 96 hours of sick leave and 13 paid holidays per year.

This position is represented by the Suisun City Employees' Association / SEIU.

## **APPLICATION/SELECTION PROCEDURE**

The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, go to [www.Suisun.com/careers](http://www.Suisun.com/careers) and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form, but should accompany the application. All applications and resumes are reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

**COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

**IMMIGRATION REFORM & CONTROL ACT:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.