



Recreation Coordinator II

The Position

The Town of San Anselmo is seeking an energetic and motivated Recreation Coordinator II in the Recreation Department. This hands-on position is responsible for exercising independent judgment in a wide range of administrative and programming duties, including marketing and promotion, budget oversight, and program development. This position also responds to requests for information from the public. Primary areas of program responsibility include senior programming, adult programming, teen programming, snack shack coordination, banner program, and social media coordination.

The Department

The Recreation Department has an annual budget of \$1.8 million and provides a comprehensive recreation program to the greater Ross Valley. Its staff manages a variety of programs and facilities and works closely with outside agencies including the local school districts.

About the San Anselmo Area

San Anselmo (population 12,500) is located in the heart of the Ross Valley in Marin County, approximately 10 miles north of the Golden Gate Bridge. San Anselmo has a close-knit and active community environment. The Town is famous for its many antique collectives, shops and restaurants. San Anselmo's location in Marin County offers a wonderful mix of active recreational pursuits, including power and sail boating in the ocean and bays, and sheltered harbors with easy access to

over 1,000 miles of inland waterways. Fishing is year-round and trails, forested mountains, and extensive coastlines beckon to serious hikers and casual walkers alike. San Francisco is within easy driving distance, as are the Napa and Sonoma wine countries.

Qualifications... The Ideal Candidate

The candidate should possess a combination of education and experience equivalent to a bachelor's degree in recreation, business, or public administration, or related field and two years of increasingly responsible experience. Background in senior, adult and teen programs desired. Additional experience may substitute for education.

Essential duties include but are not limited to:

- Promote and coordinate assigned activities, including preparing marketing materials.
- Maintain logs, files, and other record keeping systems; gather and monitor information and prepare periodic statistical, financial, and operations reports.
- Implement recreation activities and other related programs; schedule use of facilities; organize and schedule programs in areas of assignment; plan and implement special events.
- Help conduct research and surveys regarding recreation issues and recommend new activities, programs, and services.
- Provide critical administrative functions including cash handling, deposits, account reconciliation, expenditure documentation, and budget monitoring.

Compensation and Benefits

Monthly salary for this 37.5 hours per week position is \$4,451 to \$5,410 with the starting salary depending on experience. A 3% increase is scheduled for July 1, 2019. A comprehensive benefits package is offered, including PERS retirement; generous coverage for health, vision, dental; life and LTD insurance; and paid sick, vacation, and holiday leave. Cashback pay of up to \$365 per month is provided if insurance coverage is waived. This position is part of the SEIU bargaining unit.

How to Apply

Application Deadline: Open until filled – Candidates applying by Thursday February 28, 2019 at 3 pm will receive first consideration.

Please submit a letter of interest, completed town application and your resume to:

Town of San Anselmo
Human Resources Department
525 San Anselmo Avenue
San Anselmo, CA 94960

Or email to hr@townofsananselmo.org

Employment applications are available online at:

<https://www.townofsananselmo.org/128/Human-Resources>

The Town of San Anselmo supports work place diversity and is an equal opportunity employer.