



RECREATION COORDINATOR

Part-Time

\$23.38 - \$28.42/Hour DOQ

Final Filing Deadline: Open Until Filled

There are currently three vacancies in the following areas: Senior Programs and Tournaments/Concessions which are funded by the General Fund; and Youth Programs which is funded by the After School Education and Safety Grant.

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, Parks and Marina 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 candidates are highly motivated self-starters that will be responsible for planning, organizing, coordinating, promoting, and implementing the delivery of their assigned recreation and leisure services programs, activities, and classes. These Part-Time employees will work an average of 30 hours or less per week, and serve in an "at-will" status.

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 community participants; supervises and participates in the programming of special events; supports front-line customer services staff; responds to and resolves difficult and sensitive inquiries and complaints.
2. Assesses community needs and interests; participates in the development of new recreation programs to meet community needs; develops curriculum.
3. 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; and processes payroll for assigned staff.

4. Develops schedules and work methods for performing assigned duties; monitors workflow and work activities; ensures adherence to safe work practices, methods, and procedures.
5. 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.
6. 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.
7. Administers agreements between City and a variety of community-based organizations.
8. Serves as liaison to various boards and commissions; may provide input to an outside advisory committee; attends and participates in professional group meetings; stays current with trends in the field of recreation.
9. 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:

- High school diploma or equivalent, supplemented by college-level specialized training in recreation, leisure studies, physical education, public administration, business administration or a related field.

Experience:

- Two years of increasingly responsible experience working in a recreation or leisure services program area.

License or Certificate:

- Possession of a Class C California driver's license.
- Possession of a Cardiopulmonary Resuscitation (CPR) Certificate.
- Possession of a Standard First Aid Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions outlined in the class specifications 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.

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 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.