



We are committed to serving our community and improving the quality of life while celebrating our heritage and diversity.

Recreation Program Coordinator

THE OPPORTUNITY

The City of Soledad seeks a Recreation Program Coordinator who will serve as an integral part of the City's Parks and Recreation Department's commitment to the vibrant Soledad Community Center and other City owned facilities and parks.

THE COMMUNITY

Having a National Park, a California Mission, and the Santa Lucia Highlands wine country in your backyard is pretty amazing! The City of Soledad has a growing population of over 26,200 people and is located in the center of the Salinas Valley, nestled between the beautiful Santa Lucia Mountains to the west and the picturesque Gabilan Mountains to the east. Soledad is surrounded by the Salinas Valley's booming agricultural community, home to fields of lettuce, broccoli, and asparagus, as well as row upon row on some of the finest wine grapes in the state.

The City of Soledad continues to be a model of economic vitality and resilience through the implementation of infrastructure improvements to city parks, roads, schools, and water treatment systems. Renewable energy, water reclamation, and downtown revitalization are at the heart of our mission to provide a sustainable future for our residents, businesses, and visitors.

Since the early 2000's, the City of Soledad has played a major role in fostering and increasing much-needed units of affordable housing to support the diverse needs of Monterey County's growing workforce. Since 2015, the city has been working closely with developers to add single family and multi-family housing to areas approved for development before 2008. This housing development boom is increasing economic development opportunities for small businesses, franchise

businesses, service providers, medical facilities, entertainment venues, and large retailers who seek to expand to an untapped market. The Community also has numerous attractions such as La Mission De Maria Santisma, Nuestra Señora de la Soledad, the Soledad River Road Wine Corridor, as well as the beautiful and picturesque Pinnacles National Park.

CITY GOVERNMENT

The City of Soledad uses the council-manager form as its system of local government and is made up of five members including a mayor. This is the legislative and policy entity of the city and responsible to the residents of Soledad for all municipal programs and services. City Council members also serve as the Soledad Successor Agency of the former Redevelopment Agency for the City. The City Council appoints members of the community to commissions, committees, and boards. It also provides policy direction on a broad spectrum of issues. The City Manager is appointed by the Council to implement policy and ensure the entire community is being served.

City government is comprised of the City Manager's Office, Community and Economic Development, Public Works, Parks and Recreation, Information Technology, Community Engagement, Finance, Human Resources, and the Police Department. Fire services are contracted through Cal Fire. The City's balanced FY 23-24 General Fund budget was \$13.7 million. The Public Works Department includes the divisions of: Administration, Engineering Services, Fleet, Parks, Wastewater, and Water Quality Control.

THE POSITION

The Recreation Program Coordinator is responsible for coordinating recreation classes and activities for all age groups, interests, and abilities. The permanent, full-time position offers a flexible schedule involving a wide range of task. Task such as creating, developing, implementing, and managing recreation classes for the community as well public outreach, to highlight a few.

IDEAL CANDIDATE

The ideal candidate will have a knowledge of recreation programming and facilities planning; supervisory principles and practices; conflict resolution methods; safety policies, procedures, and practices; various recreational activities, leagues, and programs; teaching and instruction methods for various learning styles.

The ideal candidate will also possess the ability to communicate clearly and interact effectively and professionally with co-workers, managers, subordinates and the public; and have effective organizational skills.

EDUCATION AND EXPERIENCE

The Recreation Program Coordinator is expected have at least one (1) year of experience in developing and implementing recreational programs. The equivalent to graduation from an accredited four-year college or university with major course work in Recreation Administration, Business Management or related field is highly desirable, although any work experience resulting in acceptable proficiency levels above the minimum qualifications is an acceptable substitute for the specified education and experience requirements.

License requirements:

Valid California class C driver's license with a satisfactory driving record

California Mandated Reporter Certificate (required upon hire)

CPR, AED, and First Aid certification issued by a national accredited organization.

COMPENSATION AND BENEFITS

The City of Soledad offers an attractive compensation and benefits package. The current salary range for this position is \$25.89- \$30.87 per hour, with final salary dependent upon qualifications.

A competitive benefits program includes:

- California Public Employees' Retirement (CalPERS 2% at 60 years for classic members or 2% at 62 years for new members)
- Modified work schedule – 9/80 work schedule
- Health, Dental and Vision Insurance, including coverage for dependents. Employee participates in premium cost.
- Long Term Disability, Life and AD&D Insurance.
- Leave Benefits – a combination of 12 paid holidays including one floating holiday, 10 days of vacation, and 12 days of sick leave per calendar year.
- The City participates in Social Security program.

APPLICATION AND SELECTION PROCESS

The position will be open until filled. **Please apply by Friday, August 2, 2023 for first consideration for this exceptional opportunity.** Please visit the City of Soledad's website at <https://cityofsoledad.com/jobs/recreation-coordinator-2> and upload your cover letter and resume to initiate the selection process. The first set of interviews will be scheduled for mid to late August.

Application materials will be screened in relation to the criteria outlined in this brochure and the job description found on the above-mentioned website. Candidates deemed to have the most relevant qualifications will be invited to interview.

An appointment to the position will be made after completion of comprehensive reference and

background checks to be coordinated with the successful candidate.

The City of Soledad is an Equal Opportunity Employer.