



Recreation Coordinator

City of Dublin

Salary: \$7,244.00-\$9,059.00 Monthly

Are you an experienced recreation coordinator looking for a role in a growing public sector agency? Are you a self-starter who enjoys sports programs and tournament planning? And are you excited to work in a vibrant and diverse community? Do you enjoy building connections with your community? If so, the City of Dublin would welcome your application to be the next Recreation Coordinator with their Sports Program.

Apply online at: <https://www.calopps.org/dublin/job-20161081>

The Recreation Coordinator performs a wide array of duties including assisting in the development, organization, and scheduling of daily operations of recreation activities in the delivery of recreation program areas including preschool, playground, parks, teens, sports, special events, senior citizens, leisure enrichment, and aquatics.

The job requires a collaborative professional who will adhere to the City's culture of respect, teamwork, accountability, innovation, connection, and service to its community. This position receives administrative direction from the Parks & Community Services Manager or general supervision from the Recreation Supervisor, and may exercise technical and functional supervision over part-time recreation staff, as appropriate.

THE IDEAL CANDIDATE WILL:

- Accept responsibility for themselves and their work.
- Respond effectively to multiple demands, ambiguity, shifting of priorities, emerging situations, and rapid change.
- Achieve thoroughness and accuracy when accomplishing tasks while managing time and priorities effectively.
- Work cooperatively with others and contribute to the effectiveness of the team, building relationships based on mutual trust and respect.
- Share information with, and receive information from the public, board members, and staff using oral, written, and interpersonal communication skills.
- Apply original thinking in approach to job responsibilities and improving processes.
- Implement activities designed to maintain and enhance the level of customer satisfaction, as well as build strong community connections.
- Respect and value being in a workplace where people of all backgrounds and cultures feel included, welcome, and valued.

- Be able to assess and initiate things independently and make decisions based on careful thought.

Core Competencies:

Accountability-The willingness to accept responsibility for themselves.

Adaptability/Flexibility-Can shift gears comfortably.

Communication -To effectively convey and exchange thoughts, opinions, or information verbally or in writing.

Conflict Management-Handles conflicting interests diplomatically to help solve them.

Customer Service -The ability to maintain on-going client relationships.

Inclusiveness-Respects and values working in a diverse environment.

Influence-Exerts a positive effect on other's views, attitudes, decisions, perceptions, and/or beliefs.

Initiative-The ability to assess and initiate things independently.

Interpersonal Relations and Skills -Builds relationships based on mutual trust and respect.

Reliability and Commitment -Shows commitment, dedication, and accountability in one's work, and follows through on all projects, goals, aspects of one's work.

Results Orientation/Execution-Manages time/priorities effectively

Risk Management-Works to comply with liability regulations and helps to promote liability consciousness.

Safety-Works to comply with safety regulations and helps to promote safety consciousness and well-being.

Teamwork -The process of working collaboratively with a group of people in order to achieve a goal.

Time Management/Organization-Plans and executes plans for events, tasks, or processes in an efficient manner.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Conduct, oversee, and assist in planning and developing recreational program areas such as preschool, playground, parks, teens, sports, special events, and senior citizen activities.
- Plan, oversee, and conduct recreational activities appropriate to a variety of locations such as playgrounds, parks, community centers, school sites, and sports facilities.
- Schedule use of recreation facilities and oversee related maintenance; obtain supplies and equipment related to facility operation.
- Compose and prepare promotional materials such as flyers, program brochures, newsletters and press releases.
- Oversee part-time recreation staff as assigned and review activities of volunteers and independent contractors.

- Prepare information and reports related to program budgets.
- Maintain records and prepare written program plans and reports.
- May provide minor first aid to recreation program participants/spectators and/or perform related first aid/emergency techniques.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other duties as assigned.

REQUIREMENTS:

Any combination equivalent to education and experience that is likely to provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Equivalent to an Associate's (A. A. or A. S.) degree from an accredited college or university with major course work in recreation, leisure activities or a closely related field.
- A Bachelor's degree is desirable.
- Equivalent to completion of two (2) years of college-level coursework in Business or Public Administration or directly related field.

Experience:

- Two years of progressively responsible paid experience in recreation programming.

License/Certificate:

- Possession of a valid and appropriate California Driver License.
- Must have and maintain a satisfactory driving record and a Certificate of Automotive Insurance for Personal Liability.
- Current certification in First Aid and CPR is preferred.

Knowledge of:

- Techniques and methods related to the operation of recreation programs and facilities, including needs requirements related to participant disabilities.
- Basic supervisory and motivational techniques.
- Basic recreation program budgeting.
- Pertinent local, State and Federal laws, ordinances and rules.
- English language usage, spelling, punctuation, and grammar.

Ability to:

- Assist in the development, organization, and scheduling of daily operations of recreation activities and facilities.
- Plan, organize, and conduct recreation programs, including as related to specific recreation facilities.
- Oversee, train, and provide input to evaluation of part-time staff; assess activities of volunteers and independent contractors.
- Communicate concisely orally and in writing.
- Communicate in an effective manner.
- Use a personal computer, including word processing, spreadsheet, database, and desktop publishing applications.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Attend day, evening, and weekend meetings and events.

Benefits:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,780.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for mandatory Medicare.

Special Instructions:

The deadline to apply is September 27, 2021, before 11:59 PM PST.

Please mark the following date on your calendar: Oral Board (if held) will be conducted on October 14 , 2021.

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Qualified candidates are invited to submit an application detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this.

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary remote interview and may also be invited to participate in a written exam. Only the most qualified candidates will be invited to an Oral Panel interview if held. Only the names of the most-qualified candidates who pass the panel interview process will be submitted to the District for consideration for final selection.

Additional inquiries about the position may be directed to Kris Harapan at kharapan@rgs.ca.gov. Neither Regional Government Services nor the City of Dublin are responsible for failure of internet forms or email transmission in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise us by emailing kharapan@rgs.ca.gov.

The City of Dublin is an Equal Opportunity Employer.

Recruitment services provided by -

Regional Government Services

Recruitment Contact: Kris Harapan

Contact phone: (650)587-7300

Contact phone extension: 92

Contact email: kharapan@rgs.ca.gov