



INVITES APPLICATIONS FOR THE POSITION OF

RECREATION COORDINATOR Adult/Youth Sports Program

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$40.05- \$50.09 per hour (\$6,942 - \$8,682 per month)

JOB TYPE

Permanent, Full-Time

FILING DEADLINE

Friday, February 28, 2019 @ 5:00 p.m.

THE POSITION

The City of Dublin is seeking an energetic, creative, personable, self-starter who is community oriented to serve as a Recreation Coordinator. Under the direction of the Recreation Supervisor, this position is responsible for developing, organizing and supervising a variety of recreational services, activities and programs. The current opening is for a Recreation Coordinator who will have responsibility of the City's adult and youth sports programs. The position is responsible for planning, organizing, promoting and supervising leagues, tournaments and clinics for youth and adults in the areas of basketball, softball, volleyball, and other leisure, spots or recreation programs. This position will also be responsible for expanding a variety of programs, sports tournaments, and sports opportunities for teens and seniors. The ideal candidate is an enthusiastic self-starter that will continually improve and stimulate growth in sports programs so that they are responsive to the needs of customers.

This position will require some evening and weekend work from mid-December through mid-March, as well as during other times of the year, depending on program schedules.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Develops, organizes and supervises the operations, activities and programs for adult and youth sports;
- Supervises and trains other staff, volunteers and officials to work knowledgably in the City's sports programs;
- Recruits, trains, supervises and evaluates volunteer and part-time staff;
- Develops team and staff schedules;
- Plans clinics and sports camps;
- Evaluates game sites ensuring safety at all times;
- Evaluates skill levels of participants and assigns them to teams;
- Exercises independent judgment in the application of specialized knowledge and skills in the conduct of the work;

- Stimulates interest by promoting and marketing the programs through the preparation of promotional materials including flyers, program brochures, newsletters and press releases;
- Maintains records in connection with special events, programs, activities and public relations;
- Oversees facility operations; purchases supplies and equipment related to facility operations and maintenance;
- Prepares information and reports related to the Adult & Youth Sports budget;
- Attends day, evening and weekend meetings and events as needed.; Furnishes technical guidance, demonstrates methods and conducts training in specific sports;
- Encourages and maintains positive public relations;
- Other related duties as assigned.

CANDIDATE QUALIFICATIONS

1. Experience: Two years' experience performing progressively responsible paid work in Parks and Community Services and/or Recreation programs is required; supervisory experience is preferred.
2. Education/Training: 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.
3. Licenses/Certificates: Possession of a valid California Class C drivers' license and Certificate of Automobile 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.

SALARY/BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **Recreation Coordinator** position is **\$40.05 - \$50.09** per hour. The following benefits will complete the compensation package:

- 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 \$1,780.31 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.

ABOUT THE DEPARTMENT

The Parks and Community Services Department is comprised of three divisions; Recreation, Aquatics and Heritage and Cultural Arts. The department provides an array of programs and activities in support of the City's goal to build community. In addition, the department boasts some popular community facilities, which are available for rent, including the newest facility, The Wave (a 31,000 square-foot aquatic center anchored by an indoor pool and waterpark elements opened in 2017).

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 63,421 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates whose background and experience most closely meet the City's current needs will be invited to participate in an interview/oral board. In addition, the selection process may consist of written and/or oral components.

The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on "**Member Agencies,**" "**City of Dublin,**" then on "**RECREATION COORDINATOR,**" and "**Apply Now.**" Applications must be received by 5:00 p.m. on Friday, February 28, 2020. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

The City of Dublin has determined the need to obtain additional information on selected candidates for the City's Recreation Coordinator position. In order to continue in the City's recruitment process, you are required to complete this supplemental questionnaire along with your online application in www.CalOpps.org

If you have additional questions regarding the recruitment, please contact Human Resources at (925) 833-6605.

While it is understood that you may not have experience in all of the following areas, please briefly describe your **relevant background, experience, and level of responsibility** as it relates to each.

1. Please describe any experience you have coordinating youth and/or adult sports programs.
2. Please describe your experience promoting municipal recreation and/or sports programs.
3. What is your experience in training and recruiting volunteer coaches?
4. Please describe your experience monitoring and tracking program budgets.