



**DUBLIN**  
CALIFORNIA

**INVITES APPLICATIONS FOR THE POSITION OF**

## **RECREATION COORDINATOR**

### **Aquatics**

APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

#### **SALARY**

\$41.0521 - \$51.3384 per hour (\$7,116 - \$8,899 per month)

#### **JOB TYPE**

Permanent, Full-Time (Work Schedule is Sunday – Thursday)

#### **FILING DEADLINE**

Friday, March 26, 2021 @ 5:00 p.m.

#### **THE POSITION**

The City of Dublin, a dynamic community, is seeking an energetic and motivated Recreation Coordinator to provide program administration and support to the Aquatic and Fitness team:

Qualified candidates will have experience managing a comprehensive aquatic facility and an understanding of the best practices for safe swimming pool operations. They will have good interpersonal skills and a customer-focused management style that enhances community relations and strengthens partnerships. The position requires the flexibility to work irregular hours and a non-standard scheduled including mornings, evenings, weekends, and holidays.

The ideal candidate will understand the principles of supervision and have experience motivating large groups of employees and volunteers to work as a cohesive team. They will also have a demonstrated ability to “multitask” to handle competing priorities and demands. The position will assist with planning and implementing aquatic program(s) at the Emerald Glen Recreation and Aquatics Complex (EGRAC).

#### **EXAMPLES OF DUTIES**

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

- Develop, organize, and supervise the daily operation of the aquatic facilities and implement aquatic programs and city-wide special events
- Recruit, train, supervise and evaluate part-time staff, independent contractors and volunteers
- Prepare promotional materials including flyers, program brochures, newsletters and press releases
- Maintain records, files and other aquatic and facility related data
- Schedule use of aquatic facilities, oversee the maintenance and obtain necessary supplies and equipment related to facility operation.
- Prepare program information and reports related to budgets

- Attend day, evening, weekend meetings and events
- Continually improve aquatic safety and maintenance procedures
- Ensure that assigned program or event is operating in compliance with established health and fire department rules and regulations
- Oversee program-related equipment and infrastructure maintenance, by evaluating materials and equipment requirements
- Procure and manage supplies, material, and equipment used in activities; conduct inventory.
- Conduct evaluations of assigned program areas for quality and effectiveness and formulates recommendations for review regarding improved services, development, or cancellation of programs
- Ensure that City recreational activities start and finish in the prescribed manner and time frames
- Inspect aquatic facilities for safety and appearance
- Notify participants for scheduling events and registration requirements
- Other 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. The following certifications are desirable at the time of employment, or must be obtained within one year:
  - American Red Cross Lifeguard Training
  - Lifeguard Training Instructor
  - Water Safety Instructor
  - CPR for the Professional Rescuer
  - First Aid for Public Safety Personnel and
  - National Recreation & Park Association Aquatic Facility Operator.

### Knowledge of:

- Principles and practices of record keeping
- Principles and practices of basic supervision and training methods and techniques
- Accepted techniques and methodology of supervising program activities and personnel
- Preparing press releases, brochures, and other promotional literature
- Principles and practices of standard safety precautions
- Methods of program planning and evaluation
- Operational characteristics of the assigned recreation program

### Ability To:

- Work independently under minimal supervision
- Schedule, train, and supervise the work of others
- Problem solve conflicts and disputes
- Assist in the operations of assigned recreation programs
- Express ideas and communicate effectively verbally and in writing
- Instruct and enforce safety rules
- Utilize staff and volunteers effectively
- Work with community groups and organizations
- Evaluate program effectiveness
- Analyze, interpret, and explain program policies and procedures
- Establish and maintain effective working relationships with those contacted in the course of work
- Prepare precise written and oral reports, newsletters, flyers, and other written materials

## **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 **\$41.05 - \$51.33** 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 \$1,900.00 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/\$1,000 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Wellness reimbursement program \$25 per month
- Employee Assistance Plan
- Education reimbursement program
- Fourteen paid holidays (including two floating holidays) 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 (PCS) Department develops and implements quality programs that encourage healthy lifestyles, preserves the City's heritage, provide recreational experiences, and strengthens community image. The Department is comprised of three divisions; Parks and Community Services Administration; Family Services; and Heritage and Cultural Arts.

The Parks and Community Services Administration Division works toward providing support in the following areas: Communications, Marketing, Administrative, Human Resources, Records Retention, and Contract Administration.

The Family Services Division provides recreational programs and activities for groups of all ages. Additionally, the Division is responsible for management of community facilities including the Shannon Community Center, Emerald Glen Recreation and Aquatics Complex (The Wave), Sports Fields, and Stager Community Gymnasium.

The Heritage and Cultural Arts Division works toward preserving Dublin's History, encouraging creative activities, and increasing public appreciation and enjoyment of art. This Division oversees programs relating to the heritage and history of Dublin, management of the Dublin Heritage Park and Museums, cultural arts programs, public art, Citywide special events and the Dublin Senior Center.

## **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 65,716 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.

## 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](http://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, March 26, 2021. 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.

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## SUPPLEMENTAL QUESTIONS

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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](http://www.CalOpps.org)

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

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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. Describe your experience coordinating aquatic programs.
2. Describe your experience with supervision of full-time program staff, part-time staff, volunteers, and independent contractors. (Please provide specific examples, including the name of your employer and your job title where applicable.)
3. Describe your current certifications and instructor training experience.
4. Describe your experience with the operation of waterslides or Aqua play areas.