Recreation Coordinator
$4,810 – 5,869 / Month DOQ
Full-Time - 40 hours per week (some weekends/evenings)
Final Filing Date: 5:00 p.m. Wednesday, March 6, 2019

The Position
The City of Orinda is seeking a Recreation Coordinator that is passionate about providing innovative recreation programming and services to the community. The Recreation Coordinator plans, organizes and implements the day-to-day operations for Youth and Teen recreation programs and events including the Orinda Youth Sports programs and summer day camps. He or she will direct and coordinate recreation publicity, including news releases, special announcements, informational brochures and flyers, select, supervise and train part-time employees and volunteers and assist in the preparation and administration of program budgets. The Recreation Coordinator reports to the Recreation Supervisor in the Parks and Recreation Department.

Minimum Qualifications:
All employees of the City of Orinda are expected to uphold and exhibit the City’s Core Values including serving the public, being respectful, professional, responsible and accountable.

Experience: Two years’ experience in the implementation of recreation programs or activities.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration or a related field.

Licenses: Possession of, or ability to obtain, a valid driver’s license. First Aid and CPR certification. This position is a Mandated Reporter.

Special Requirements: Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 30 lbs.; ability to travel to different sites and locations. Ability to pass a comprehensive background check and an occupational medical pre-employment physical exam which includes a pre-employment drug screen.

Selection Process:
To be considered for this position, qualified job applicants are required to submit the following by the final closing date of this announcement:
   Completed City of Orinda application form (located on Human Resources page at www.cityoforinda.org)
   Cover Letter and Resume

A limited number of applicants with the most desirable qualifications as determined by initial screening of the application package will be invited to participate in an interview and testing process that will consist of a practical test and oral board interview. All applicants will be notified by phone or email if they are invited to participate further in the selection process.
Completed application materials may be mailed to Human Resources, 22 Orinda Way, Orinda, CA 94563 or dropped off at the Human Resources Department. Completed application materials may also be emailed to humanresources@cityoforinda.org in a single file pdf format.

Completed application materials must be signed and received by 5:00 p.m. on Wednesday, March 6, 2019. For more information, contact Human Resources at (925)253-4214.

**Primary duties of the Recreation Coordinator include (but are not limited to):**
- Recommend and assist in the development and implementation of recreation program goals and objectives; recommend appropriate service and staffing levels; establish schedules and methods for providing community and recreation services; recommend and implement policies and procedures;
- Evaluate community recreation needs and interests; prepare community surveys; recommend new recreation programs to meet community needs;
- Select, train, motivate and evaluate recreation staff; provide or coordinate staff training; work with employees to correct deficiencies;
- Participate in the preparation and administration of the assigned recreation program budget; submit budget recommendations; monitor expenditures;
- Prepare for publication a variety of handbooks, manuals, calendars, news releases, flyers and related communications regarding recreation programs;
- Serve as a liaison for the Recreation Division with other City departments, divisions and outside agencies and commissions; negotiate and resolve significant and controversial issues;
- Develop clear and concise reports including information for staff reports, analysis of programs, new program proposals, information for grants and financial reports;
- Responds to and resolves recreation inquiries and complaints; and
- Participate in setting up and taking down of equipment for recreation and special events; transport equipment to and from events; operate office and audio-visual equipment.

**Other job related duties and Essential Qualifications:**
- Professional knowledge of the concepts, principles and practices of providing programs and services for the general population focusing primarily on youth, seniors and special interest programs.
- Possession of good organizational and leadership skills.
- Ability to prepare and monitor contractual agreements and a program budget.
- Ability to work harmoniously and cooperatively with volunteers, other employees and the public.
- Ability to communicate clearly and effectively in both written and verbal forms.
- Ability to exercise independent judgment and make decisions affecting the program area.
- Ability to work unassisted while administering programs.
- Ability to operate a computer and demonstrate or develop a working knowledge of the Microsoft Word, Outlook and CivicRec software.
- Ability to act quickly during an emergency situation requiring basic First Aid, CPR, and calling 911 for assistance.
- Ability to inspect facilities and make work requests for repairs, improvements and maintenance.
Benefits Overview
This position is part of the General Employees’ Unit and is represented by Teamsters Local Union No. 856. The following benefits will be available to the position:

- **Medical Dental & Vision:** The City offers several medical benefit plan options for employee and family. The City contributes up to the cost of Kaiser maximum rate for employee and family. A medical in-lieu monthly amount is available for employees who can show proof of medical coverage for him/herself and all dependents. The City contributes the full family premium for dental and vision coverage.

- **Retirement:** The City contributes 13% of base salary to a 401(a) defined contribution plan. The City does not provide a defined benefit pension plan (i.e., CalPERS). The City does not participate in Social Security, except for Medicare premiums.

- **Deferred Compensation:** The City participates in a 457 Deferred Compensation plan, and matches an employee contribution of up to 3% of base salary.

- **Leave Accruals:** In lieu of vacation and sick leave, City provides General Leave of 19 days during the first year of employment. Accrual is increased by one day for each subsequent year up to a maximum of 25 days.

- **Holidays:** Employees receive 12.5 paid holidays per year. This includes two (2) floating holidays.

- **Life Insurance, Long-Term Disability and SDI:** The City pays for a Life Insurance policy for an amount equal to annual salary, as well as the cost of the monthly premium for Long Term Disability. The City participates in SDI, which is fully funded by the employee.

- **Flexible Benefits:** The City offers a full Flexible Benefits Plan for out of pocket health care expenses and dependent care expenses.

The City of Orinda is an Equal Opportunity Employer and does not discriminate against race, color, religion, national origin, age, sex origin or disability. In accordance with Federal law, the City of Orinda will only hire individuals who are legally authorized to work in the United States. Candidates with a disability which may require special assistance in any phase of the application or testing process should submit a request for accommodation with the application. Documentation of the need for accommodation must accompany the request.