



## **Recreation Coordinator**

**\$3,923 - \$4,768 monthly**

### **The Opportunity & Ideal Candidate:**

The City of San Gabriel is seeking a Recreation Coordinator who enjoys working on a variety of projects, has strong organizational and communication skills, and can provide excellent internal and external customer service. The ideal candidate is a self-starter who is able to successfully carry out existing programs and take on new tasks; initiate new programs and events; assist with facility rentals and maintenance needs; assist with preparation of written and promotional materials and information; and perform other related duties as assigned.

### **Position Summary:**

Under general supervision of the Community Services Manager, the Recreation Coordinator is responsible for the development, coordination, and implementation of a variety of recreation program and services. This position may supervise part-time staff or volunteers, and will be required to work some evenings and/or weekends. Areas of possible responsibility include:

- **Facility use/reservation**  
Rent and schedule facilities; prepare and distribute publicity and marketing materials; ensure that facilities are set up and maintained appropriately; ensure that patrons comply with laws and department policies; and collect facility fees.
- **Community Services – special events and volunteer programs**  
Develop and coordinate special events and programs; coordinate and oversee volunteers for events; prepare and distribute publicity and marketing materials; seek creative funding sources; and monitor budgetary guidelines.

### **Minimum Qualifications:**

Although other combinations may be considered, a typical way to obtain the knowledge, skills, and abilities would be a B.A. /B.S. degree from an accredited college or university with major course work in recreation or leisure programs, public administration, or other related field, and two years of experience in recreation and community services including experience coordinating and facilitating programs and special events.

#### **Licenses and Certifications:**

- *A valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.*

#### **Physical Demands**

- *Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time: and get from one location to another in the course of doing business.*

## Compensation & Benefits:

The City of San Gabriel offers the following benefits package:

- Participation in the CalPERS Retirement System: 2% @ 60 for “classic” CalPERS members (which goes up to a maximum of 2.418% @ 63) and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs, through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.
- Choice of enrollment in multiple Deferred Compensation (457) Programs
- Optional enrollment in Supplemental Insurance Programs
- City-paid long term disability and life insurance (1x annual salary)
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members
- Payment of retiree (and family) health insurance per established vesting schedule
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

### Leaves:

- 12 days of sick leave per calendar year
- 10 days of vacation per year
- 11 holidays per year, plus 1 floating holiday

### Annual Cash Out Programs:

- Sick Leave Buy Back allows the cash-out of 50% of unused sick leave accrued in the preceding 12 months
- Vacation Buy Back allows cash-out of one week of unused vacation per year (authorized for FY17-18)
- Holiday Buy Back allows the cash-out of eight hours of unused holiday leave

### Application Procedure:

Candidates must submit a completed City of San Gabriel application, résumé, and cover letter online at [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). Please note that the best cover letters will be tailored specifically for this opportunity and address your specific experience in the desired areas. **All application materials must be submitted online by 5:00 p.m. on Wednesday, November 29, 2017.** *Faxed, emailed, or hard copies of application materials are not accepted.* Any inquiries should be made directly to the Human Resources Department.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主

*Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.*

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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### HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall  
425 South Mission Drive  
San Gabriel, CA 91776

(626) 308-2802  
[hr@sgch.org](mailto:hr@sgch.org)  
[www.sangabrielcity.com](http://www.sangabrielcity.com)

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