SUMMARY OF THE POSITION

Under the direction of a Manager, the Recreation Program Coordinator I is responsible for developing, organizing, marketing, and supervising department programs. Responsibilities also include the recruiting, training and supervising of part-time employees.

Recreation Program Coordinator I’s are assigned to various programs throughout the City including: Seniors, Special Events, Cultural Arts and Education, Youth Development, Aquatics and Athletics. There are two (2) current vacancies; one (1) in Special Events and Special Interest Programming; and one (1) in Afterschool Programs and Senior Services. The incumbents will be responsible for developing, organizing, supervising and marketing their assigned program, and providing leadership to various organizations, customers, and staff.

The eligible list established will be used to fill the current vacancy AND if any additional vacancies occur within the various programs they will be filled from the eligibility list established from this recruitment process.

THE IDEAL CANDIDATE

The City is seeking a dynamic and innovative individual who excels in a team-oriented and fast-paced environment with a strong background and knowledge of Recreation Programming. The ideal candidate will possess the following competencies and characteristics:

- A commitment to excellence and continuous process improvement, high ethical and professional standards, and the ability to follow up on commitments
- Ability to develop and maintain cooperative working relationships, work independently, problem-solve, and use sound judgment
- Knowledge of planning, budgeting, cost goal setting and data compilation.
- Ability to be creative, imaginative, innovative with good detail oriented skills.
- Strong communication skills to include both verbal and written.
- Ability to multi-task, is highly motivated and able to work effectively under tight deadlines.
- Ability to use personal computer applications and programs such as Microsoft Word, Excel, Power Point and Outlook.

- Experience with public speaking, marketing and public relations

Minimum Employment Qualifications:
Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include:

Education
Equivalent to an AA/AS degree in Marketing, Recreation or closely related field. A Bachelor’s degree in any of the above would be highly desirable.

Preferred Experience
Two years of progressively responsible experience in designated program areas, with at least six months supervisory or assistant supervisory capacity, preferred.

One year of increasingly responsible experience in the development and administration of grants is a plus.

Licenses
Possession of, or ability to obtain and maintain, an appropriate valid California driver license.

Special Requirements
- This job may require working a flexible schedule.
- This job may require Criminal Background check and fingerprinting.

TYPICAL DUTIES OF THE POSITION

- Plan, implement, coordinate and routinely evaluate the department’s marketing plan to create a well-defined brand that reflects the City’s vision and goals.
- Expand community awareness of service level offerings to increase retention rates and attract new participants and community partners.
- Design, plan, coordinate and evaluate all department events.
- Develops, organizes and supervises activities in one or more program areas.
- Recruits, trains, supervises, evaluates part-time, seasonal and temporary staff.
- Monitor and assists program contractors and contractual agreements.
- Prepares promotional materials and undertakes publicity activities.
- Schedules facilities, secures supplies and equipment.
- Prepares program/activities reports, maintains records, and mailing lists.
- Prepares and monitors program/activities budget.
- Oversees enrollment and participation data.
- Attend and lead training sessions and meetings as assigned.
- Coordinates and conducts program/activities with community and school groups.
- Understand community needs in a variety of program and service areas.
- Identify methods to maximize service effectiveness and efficiency.
- Establish and maintain effective working relationships with public groups, agencies, school officials, the media and others contacted in the course of work.

EXCELLENT COMPENSATION AND BENEFITS

Benefits: Generous monthly Flexible Benefit Plan allowance to assist with covering medical, dental, vision care, life insurance.

- Retirement: Formula is dependent on hire date & member status in CalPERS.
- Vacation: 96 hours annually to start for full-time.
- Sick Leave: 96 hours annually for full-time (unlimited accrual with medical bank option upon retirement).
- City paid Employee Assistance Program (EAP).
- Deferred Compensation: Employees may voluntarily participate in ICMA or VALIC via payroll deduction.
- Employees may elect to enroll in a Section 125 Flexible Benefit Reimbursement Account.
- AFLAC: Various plans available for voluntary enrollment.

HOW THE SELECTION PROCESS WORKS

A limited number of applicants whose qualifications best meet the needs of the City will be invited to participate in the selection process, which may consist of a training and experience review of application materials, review of responses to supplemental questions, an appraisal interview with a panel and/or other qualifying tests. The City reserves the right to modify the selection process at any time. Successful candidates will have their names placed on an employment eligibility list for further consideration in the selection process.
HIRING PROCESS
Appointment will be contingent upon the ability to provide proof of eligibility to work in the United States and the results of a pre-employment physical examination which includes a drug and alcohol screening, a thorough check of employment history and may also require fingerprinting clearance.

THE CITY OF TRACY IS AN EQUAL OPPORTUNITY EMPLOYER
The City considers applicants without regard to race, color, religion, ancestry, national origin, sex, marital status, age, medical condition or disability, or any other status protected by law. The City seeks candidates who can make contributions in an environment of cultural and ethnic diversity. The City of Tracy makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.

HOW TO APPLY
RESUMES/FACSIMILES WILL NOT BE ACCEPTED IN LIEU OF AN ORIGINAL CITY OF TRACY APPLICATION. POSTMARKS WILL NOT BE ACCEPTED IN LIEU OF TIMELY FILING OF APPLICATION.

For more information, or to Apply Online
Visit the City’s website at www.ci.tracy.ca.us

Final Filing Date: November 10, 2016 at 3pm