



City of Mountain View

Now accepting applications for: SENIOR RECREATION COORDINATOR

The annual salary range is
\$96,179 - \$130,124

with a control point of \$113,152*

Pay beyond the control point may be awarded for exceptional experience and qualifications upon hire and/or for meritorious performance while serving.

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments but are ideals we strive to achieve in everything we do.

“Being a part City of Mountain View’s Recreation Division has been an incredible journey of professional growth and development. The Senior Recreation Coordinator role provided invaluable experience and prepared me to advance from a Coordinator to a Supervisor. Working with a dynamic team in a fast-paced environment has challenged me to deliver creative solutions and high-quality programs and events to the community.”

–Stephanie Lum-Roman,
Recreation Supervisor

What’s the Role?

We’re looking for a highly **motivated**, **reliable**, and **organized** professional to join the Recreation Division within the Community Services Department as a Senior Recreation Coordinator. You will join a **fast-paced, dynamic team environment**, planning, organizing, and coordinating community service, cultural, environmental, or recreation programs. Primarily this position oversees Youth and Adult Sports and Fitness classes and leagues, field reservations, along with oversight of recreational facility reservations. This position receives direction from a Recreation Supervisor and is responsible for supervising one full-time Recreation Coordinator and part-time staff. If you have a passion for creating positive recreational experiences while collaborating with a variety of community groups, this position is for you! Review our detailed job description [here](#).

The Essentials

- Two years of community service, cultural, recreation and/or environmental program coordination experience.
- Bachelor’s degree from an accredited college or university with major coursework in recreation administration or a closely related field.
- Possession of a Class C driver’s license.

Bonus Points:

- Current possession of a Certified Park and Recreational Professional (CPRP).
- At least one year experience supervising part-time and/or full-time staff.
- Knowledge and experience with registration and reservation software, such as ActiveNet.

What You’ll Do

- Manage field reservations between local youth sport organizations, school district and community members.
- Supervise a full-time Recreation Coordinator and the facility reservations program.
- Plan and implement adult sport leagues, including softball and cornhole.
- Oversee youth and adult sport and fitness contractors.
- Lead by example to others in the organization as well as act as a mentor to employees you supervise.
- Serve as a liaison to the Facilities Division regarding maintenance and operations of assigned designated facilities.
- Plan, organize, coordinate, and implement community special events using a committee format.
- Prepare marketing materials to promote City programs and services.
- Assist with preparation and administration of program budgets.

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City of Mountain View

CULTURAL IDEALS:

- *Empower People*
- *Foster Collaboration*
- *Support Continuous Learning*
- *Enhance Our Community*
- *Champion Wellness*
- *Lead with Empathy*
- *Embrace Change & Innovation*

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. This recruitment will close at 5:00 p.m. PST on Friday, July 26, 2024.

Are We a Match?

- You are a **community-oriented** individual with **strong customer service** skills who strives to make a positive impact.
- You are a **lifelong learner** who is highly knowledgeable and experienced in the planning and delivery of community programs and you are an expert at facility management.
- You are a **passionate recreation professional** who understands the logistics of implementing and directing community services and recreation program activities.
- You are a **self-motivated** individual who takes initiative and is always looking for the best way to get things done.
- You are a highly organized **multi-tasker** who can work independently and prioritize tasks in a fast-paced environment.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction
 - Paid Parental Leave Program with up to 8 weeks paid leave.
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
 - Professional/Technology Development Funds (\$800.00 annually)
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - Incentive pay for participating in the City's wellness program
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.