



City of Orinda

Invites applications for
Recreation Coordinator



Recreation Coordinator

\$5,912 - 7,214 Monthly DOE

Closing Date: December 18, 2024 @ 5:00 PM

Apply online at [CalOpps.org](https://www.calopps.org)

Are you a motivated self-starter with a passion for recreation programming and community engagement? The City of Orinda is seeking an enthusiastic and dedicated Recreation Coordinator to join our small, dedicated team. In this role, you'll be responsible for planning, organizing, and managing a variety of youth and teen recreation programs, events, and seasonal activities. This is a fantastic opportunity to make a meaningful impact in a welcoming community that values recreation and fun!

As the Recreation Coordinator, you will be entrusted with a broad range of responsibilities, including:

- Managing the day-to-day operations of youth and teen recreation programs.
- Coordinating seasonal programs and events, adjusting schedules to meet seasonal demands.
- Overseeing Orinda Youth Sports Programs, the Orinda Teen Advisory Committee, and summer day camps, including the recruitment, hire, training and supervision of staff.
- Collaborating with community partners and engaging with residents to ensure programs meet local needs.
- Providing exceptional customer service and addressing inquiries from parents, participants, and coaches.

Why Work for Us?

- Competitive salary and benefits.
- A positive, community-focused environment where you can make a real difference.
- Opportunities for professional growth and development.
- The chance to work with a dedicated and supportive team.

If you're a creative, flexible, and customer-focused professional, we want to hear from you! Apply now to join the City of Orinda's Parks and Recreation team and help provide high-quality recreation programs for our community.

For a full listing of job duties, see job announcement and link to the full Job Description at [CalOpps.org](https://www.calopps.org).



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Parks
Make
Life
Better!



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IDEAL CANDIDATE

The ideal candidate will have:

- A motivated, self-starter eager to use independent judgment and personal initiative in providing recreation programming services.
- Ability to manage multiple priorities and balance a wide range of responsibilities to ensure smooth program operations and high-quality service.
- A welcoming, professional, and outgoing demeanor, capable of building and fostering strong relationships with the community.
- Excellent communication skills—both written and verbal—with the ability to interact effectively with demanding customers, concerned parents, or passionate coaches.
- A team player who is mindful of being kind, respectful, and supportive, while working collaboratively with colleagues.
- Strong judgment, flexibility, and creativity to respond to changing situations and the needs of the community.
- Exceptional organizational and planning skills, with the ability to meet objectives despite interruptions and competing priorities.
- Proficiency with technology, including Microsoft Office Suite and specialized systems such as CivicRec, CivicPlus, Constant Contact, Survey Monkey, and Canva.

BENEFITS OVERVIEW

This position reports to the Recreation Supervisor and is part of the General Employee employment group which is represented by Teamsters Local 856. The City of Orinda offers an excellent benefits package including:

- **9/80 Work Schedule** (every other Friday off)
- **Salary** - Opportunity for 5% salary step increases based on job performance in addition to negotiated COLA increases.
- **CalPERS Medical** - several medical plan options for employee and their dependents
- **Dental & Vision** - City pays full premium.
- **Retirement** - the City contributes 13% of base salary to a 401(a) defined contribution plan and will match up to 3% to a 457(b) Deferred Compensation Plan. The City does not participate in Social Security and does not provide a defined benefit pension plan (i.e., CalPERS)
- **General Leave** - City provides General Leave (sick and vacation combined) of 19 days during first year of employment. Accrual is increased by one day for each subsequent year up to a maximum of 25 days.
- **Holidays** - the City observes 14 paid holidays per year (including 2 floating holidays)
- **Life Insurance, Long-Term Disability and SDI**
- **Flexible Spending Accounts** - Health & Dependent Care

More detailed information regarding benefits at CalOpps.org.

POSITION REQUIREMENTS

Apply at CalOpps.org with a complete application, resume and supplemental questionnaire.

- **Experience:** Two (2) years of experience in the implementation of recreation programs or activities.
- **Education:** Bachelor's degree from an accredited college or university with major course work in recreation, public administration or a related field.
- **License or Certificate:** Possession of a California Driver's License and satisfactory driving record. First Aid and CPR Certification. This position is a Mandated Reporter.
- **Special Requirements:** Ability to work in a standard office environment and lift up to 30 lbs; ability to travel to different sites and locations.
- Ability to pass a post-offer pre-employment background check including a criminal history check, physical examination and pre-employment drug screening.
- Ability to adjust work schedule based on seasonal demands, including work occasional weekends and evenings.

The City of Orinda is an Equal Opportunity Employer.



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