



**DUBLIN**  
CALIFORNIA

# RECREATION COORDINATOR

**\$44.76-\$55.98 per hour**



City of Dublin  
100 Civic Plaza  
Dublin, CA 94568  
925-833-6650

**APPLICATION DEADLINE**  
**SUNDAY, JUNE 29, 2025 AT 10:00 PM**



## ABOUT THE CITY

Strategically located in the Tri-Valley region of the San Francisco Bay Area at the intersection of I-580 and I-680, the City of Dublin (Calif.) has consistently been one of the fastest-growing cities in Alameda County for the past several years. In 2020, the City reported a population of 72,589 within 15.23 square miles. The City is served by two BART stations which provide great access from Dublin to other parts of the Bay Area. Since the City's incorporation in 1982, the City's population has progressively increased as both residents and businesses have found the benefit of calling Dublin "home."

## ABOUT THE DEPARTMENT

The Parks & Community Services Department manages a budget of \$8.3 million and 22.6 FTE's in addition to numerous temporary and seasonal staff. The Department oversees several functional areas, including Administration, Recreation, Heritage and Cultural Arts, and Facilities (i.e. Shannon Community Center, Senior Center, Heritage Park & Museums, The Wave at Emerald Glen Park, and the Stager Community Gym). Departmental Staff also act as a liaison to the Parks and Community Services Commission, the Senior Center Advisory Committee, the Youth Advisory Committee, and the Human Services Commission. The City also boasts a significant open space and trail system for those that walk, run, hike and bike throughout the community. The community parks include amenities such as children's play equipment, sports fields, courts, picnic areas, dog parks, swimming pools, splash pads, bocce ball courts, trails, and large grass areas for informal play or sports activities. Community facilities offer opportunities for event space and adult and youth classes and activities. In addition, currently under construction is the new Dublin Arts Center, a 13,000 square-foot center focused on the arts that will serve as the hub of Cultural Arts programming in Dublin. The Dublin Art Center is scheduled to open in 2025.

## ABOUT THE POSITION

Do you thrive in a fast-paced environment and enjoy the challenge of overseeing high-demand programs and activities in a rapidly growing community? The City of Dublin is currently seeking a dedicated and organized Recreation Coordinator to lead its Sports programs. This position is responsible for planning, coordinating, and managing a variety of athletic leagues and recreational activities that promote community engagement, teamwork, and healthy lifestyles.

The Recreation Coordinator will oversee multiple sports programs, seasonal and summer offerings, community-based programs, and a variety of contract instructors. In addition, this role is responsible for the daily operations of the City's gymnasium, including scheduling, staffing, curriculum planning, facility maintenance coordination, and addressing customer service needs.

This is a unique opportunity to be part of a team and department that shapes meaningful recreational experiences that enhance the quality of life for Dublin residents. For the full job description, click [here](#).

## CORE COMPETENCIES

**Leadership**  
**Organization**  
**Communication**  
**Programming**  
**Customer Service**

## APPLICATION PROCESS

Please submit your resume, application, and supplemental responses online at:

[www.governmentjobs.com/careers/dublinca](http://www.governmentjobs.com/careers/dublinca)

The best qualified candidates whose background and experience most closely meet the City's current needs will be invited to participate in an interview/oral board.



  
**DUBLIN**  
CALIFORNIA