



Recreation Program Coordinator

ABOUT THE OPPORTUNITY

★The City of Tracy is looking for its next Recreation Program Coordinator!

The ideal candidate is an energetic and organized professional who brings creativity, strong leadership, and excellent customer service to our Parks & Recreation team. They have experience coordinating recreation programs—such as youth/teen activities, aquatics, seniors, sports, special events, and seasonal programs—and feel confident supporting the daily operations of recreation facilities. They communicate well, build positive relationships with the community, and are comfortable guiding and training staff. The ideal candidate is detail-oriented and skilled in scheduling, budgeting support, contract coordination, and creating program marketing materials. They understand safety and permitting requirements and can effectively plan, implement, and evaluate programs. Above all, they are a proactive team member player who enjoys working in a fast-paced environment, is committed to high-quality service, and takes pride in delivering safe, inclusive, and engaging experiences for the community.

Essential Duties:

The following is a general list of duties for this position. These duties include, but are not limited to:

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.
- Plans, supervises, coordinates, reviews, and evaluates one or more recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services; recommends improvements or modifications.
- Supervises, coordinates, and participates in the day-to-day operations of one or more recreation programs and/or facilities.
- Assists in the recruitment and selection of staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations.
- Works with community groups and residents in the development and coordination of recreation programs or services; oversees and coordinates scheduling of activities, games, and events.
- Develops requests for proposal (RFP), memoranda of understanding (MOU), license agreements, and professional services agreements (PSA) between the City, vendors, and non-profit organizations related to a variety of parks and recreation programs, services, activities, and facilities; ensures proper public noticing consistent with City ordinance and regulatory requirements; routes agreements through appropriate internal City and department processes.

MINIMUM QUALIFICATIONS

Education and Experience:

- Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
- Equivalent to an associate degree in recreation or a related field and two (2) years of experience in recreation leadership and programs including at least six (6) months of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or ability to obtain, CPR and First Aid certifications.
- Depending upon area of assignment, incumbents may be required to obtain ServSafe, Lifeguard, or other assignment-specific certifications.
- May be required to complete National Incident Management System (NIMS) Training.

WE ARE HIRING

ABOUT THE RECRUITMENT

The salary for this
position is:
\$6,288.71 - \$7,643.96
Monthly

Final Filing Date:
December 23, 2025
3:00 PM

APPLICATION PROCESS

To apply and view the complete job description requirements and benefit information, please visit www.cityoftracyjobs.com. Most qualified applicants that best meet the need of the City will be invited to participate in the selection process.

The City of Tracy has the right to modify the selection process at any time. The City of Tracy is an Equal Opportunity Employer. If you have any questions regarding this recruitment process, please contact the HR Analyst listed below.

Scan the QR Code
to learn more or
apply now!



Apply now and be part of something bigger! - www.cityoftracyjobs.com