



City of Fountain Valley Recreation Coordinator

SALARY	\$30.64 - \$37.24 Hourly \$2,450.91 - \$2,979.10 Biweekly \$5,310.30 - \$6,454.71 Monthly \$63,723.63 - \$77,456.47 Annually	LOCATION	Fountain Valley, CA
JOB TYPE	Non-exempt FLSA	JOB NUMBER	2026-02
DEPARTMENT	Community Services	OPENING DATE	01/05/2026
CLOSING DATE	1/26/2026 11:59 PM Pacific		

Description

JOIN OUR RECREATION & COMMUNITY SERVICES TEAM AND SEE WHAT MAKES FOUNTAIN VALLEY A NICE PLACE TO LIVE AND WORK!



Join Our [Recreation & Community Services Team](#)

This recruitment is scheduled to close on **Monday, January 26, 2026, at 11:59 p.m.**

Interested candidates are encouraged to apply immediately.

THE CITY OF FOUNTAIN VALLEY

The City of Fountain Valley is a vibrant, full-service city located in the heart of Orange County, California. With an approximate population of 57,000 residents, Fountain Valley is known for its strong sense of community, exceptional quality of life, and being "A Nice Place to Live."

ABOUT THE ROLE

Are you passionate about creating meaningful experiences for older adults/seniors? We are seeking a Recreation Coordinator to plan, implement, and oversee engaging recreational, educational, and wellness programs for older adults/seniors. This position is responsible for coordinating activities, managing the senior transportation program, and supporting a positive and inclusive participant experience. The Recreation Coordinator works closely with instructors, staff, and community partners to deliver high-quality programming. The ideal candidate is creative, dependable, people-centered, and comfortable juggling details while building genuine connections with older adults/seniors. If you want a role that makes a real difference every single day, apply today!

EXCELLENT BENEFITS INCLUDE:

- 4% salary increase scheduled for July 2026
- CalPERS retirement (2% @ 60 for Classic or 2% @ 62 for PEPR)
- Flex dollars for health insurance (Tier III): \$675 for Employee Only; \$1,175 for Employee + 1 Dependent; or \$1,450 for Employee + Family. Flex dollars are applied to CalPERS medical HMO/PPO plans, dental (mandatory), life insurance (mandatory), vision and optional AFLAC insurance.
- Matching deferred compensation contribution up to \$225 per month
- 9/80 schedule (alternating Fridays off) after 6 months
- City-paid long-term disability insurance
- Generous leave accruals
- 11 paid holidays, including one floating holiday

Job Overview

- Assist in the development and implementation of goals, objectives, policies, and priorities for the area of assignment.
- Assist in the recommendation of user fees, scheduling systems, facility use requirements, and other policies to ensure the efficient and effective use of facilities.
- Perform a variety of public relations duties such as digital marketing, publicizing recreation programs and activities, preparing newsletters, and creating flyers, and brochures.
- Research, analyze, and compose a variety of written communication including letters, memoranda, reports, press releases, and grants.
- Assist in selecting, training, supervising, and evaluating staff; assign work activities; monitor workflow; and evaluate work products, methods, and procedures.
- Operate a variety of standard office equipment, including a personal computer.
- Meet with various professional and community groups to promote recreational and leisure activities, as well as special events.
- May act as liaison and support staff to City Committees and attend related meetings.
- Plan, develop, and supervise leisure time activities for older adults/seniors.
- Manage Senior Transportation Program.
- Plan special events and cultural activities.
- Coordinate the reservation of public facilities, facility set-ups, take downs, and cleaning.
- Review proposals for new classes, process applications for contract instructors, and coordinate contract classes, which may include the creation of monthly newsletters.
- Prepare and present written and oral reports.
- Manage and coordinate the Department's recreation registration and facility reservation software programs.
- Ensure a safe environment is maintained at recreation venues.
- Analyze trends in recreation programming, community attitudes, programs being offered, program requests, socioeconomic issues, population age groupings, and other factors in program planning.

This job announcement is not intended to include a complete listing of all responsibilities, knowledge, skills and abilities associated with the position. For further details (including essential job duties), please click on the following link to access the full class specification: [Recreation Coordinator](#)

Qualification Guidelines

EDUCATION:

Bachelor's degree from an accredited college or university with major coursework in Recreation, Physical Education, Public Administration, or a related field.

EXPERIENCE:

One (1) to two (2) years of progressively responsible experience in recreation, preferably in a municipal setting with similar programs and services or a closely related program.

LICENSE REQUIRED:

- A valid California Class "C" driver's license.
- Possession of, or the ability to obtain a valid CPR/AED and first aid certificate within 12 months of appointment.

SPECIAL REQUIREMENT:

Must be available to work evenings, weekends, and holidays which is subject to change based on program needs.

Recruitment Information

To be considered for this excellent opportunity, please complete and submit the online employment application and supplemental questionnaire. Resumes will not be accepted in lieu of the application and/or supplemental questionnaire.

To ensure timely and successful submission of your online application, please allow ample time to complete your application and consider having your profile created and/or updated before applying for the position. Once your application has been successfully submitted, you will receive an onscreen confirmation and an email. If you require technical assistance, please review the Government Jobs [Online Employment Application Guide](#), or contact their toll-free Applicant Support line at (855) 524-5627. Please note that Human Resources is not responsible for any issues or delays caused by the internet connection, computer, or browser used to submit the application.

QUESTIONS REGARDING THIS RECRUITMENT SHOULD BE SENT TO hr@fountainvalley.gov.

Selection Process:

The selection process may include one or more of the following: application review, written test, performance exam, and/or oral interview examination. The employment application and supplemental questions will be evaluated based on the employment standards and minimum qualifications listed above.

Important Recruitment Information:

All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully completing all components of the pre-employment process which may include but is not limited to: reference checks, background investigation, credit check, California Department of Justice (DOJ) criminal history check (Live Scan fingerprinting), and pre-employment medical examination.

The City of Fountain Valley is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Candidates with a disability who may need accommodations during the selection process must notify the Human Resources Department at least 72 hours in advance of the exam date.

Note:

The provisions of this job bulletin do not constitute an expressed or implied contract. Any provisions contained within

may be modified or revoked without notice.

Employer

City of Fountain Valley

Address

10200 Slater Ave

Fountain Valley, California, 92708

Phone

714-593-4506

Website

<http://www.fountainvalley.org/jobs>

Recreation Coordinator Supplemental Questionnaire

***QUESTION 1**

Do you possess a Bachelor's Degree in Recreation, Physical Education, Public Administration, or a related field?

REQUIRED: Attach proof of your education to your application (unofficial transcripts or a copy of your diploma).

☐ Yes

☐ No

***QUESTION 2**

How many years of progressively responsible experience in recreation do you possess?

☐ Less than 1 year.

☐ Between 1 and 2 years.

☐ Between 2 and 3 years.

☐ Between 3 and 4 years.

☐ More than 4 years.

***QUESTION 3**

Do you possess a valid California Class "C" Driver's License?

☐ Yes

☐ No

***QUESTION 4**

Do you possess a valid CPR/AED and first aid certificate? If no, please note that this is a requirement and must be obtained within twelve (12) months of employment. **REQUIRED:** Attach proof of your certificate(s) to your application.

☐ Yes

☐ No

***QUESTION 5**

This position involves a flexible work schedule that requires evening, weekend and holiday hours as a part of a regular work schedule. Are you available for this type of schedule on a regular basis?

☐ Yes

☐ No

***QUESTION 6**

In 250 words or less, please describe your experience with senior programming, facility rentals, contract classes, special events, social media, and website maintenance.

***QUESTION 7**

In 250 words or less, please describe your supervisory style along with your experience in supervising part-time staff and/or volunteers. If you do not have supervisory experience, please type "N/A."

***QUESTION 8**

In 250 words or less, please describe the types of programs that you believe are most impactful for older adults, and why.

***QUESTION 9**

In 250 words or less, please describe how you build trust and rapport with older adults, including those who may be hesitant to participate.

***QUESTION 10**

I certify that all of the information provided is accurate to the best of my knowledge and belief, and that I understand purposely providing false information may be grounds for disqualification from the process. I have supplied all the applicable information in my application. Examples of incomplete/inaccurate information leading to disqualification include, but are not limited to: noting incorrect department, leaving dates of employment blank, leaving reason for leaving employment blank, leaving duties blank or noting "see resume", etc.

- ☐ Agree
- ☐ Disagree

*** Required Question**