



City of Montclair
Recreation Coordinator - Senior Center

SALARY	\$23.56 - \$28.64 Hourly \$4,083.45 - \$4,963.46 Monthly \$49,001.40 - \$59,561.52 Annually	LOCATION	Montclair, CA
JOB TYPE	Full-Time	JOB NUMBER	20250120-3
DEPARTMENT	Human Services	OPENING DATE	01/20/2026
CLOSING DATE	2/3/2026 6:00 PM Pacific	FLSA	Determined by Position
BARGAINING UNITTEAMSTERS			

The contents of the job bulletin should not be construed as an implied contract. All information is subject to change and the City is not bound to any information or errors contained in the bulletin.

This posting may close earlier than the indicated closing date if an excessive number of applications is received. The closing date may also be extended, or the job may be re-posted if an insufficient number of applications is received during the initial posting period.

Job Description

Under general supervision, this full-time position designs, organizes, implements, and evaluates a variety of recreation and social service programs, activities, and special events for all age groups; ability to work a flexible schedule, including evenings and weekends; maintains supervisory responsibilities for part-time staff; and performs other duties as assigned. This position will be assigned to the Senior Center.

Essential Job Duties

This position is responsible for planning, organizing, and implementing special events, recreational, sports, social, and educational activities and programs held at various schools and City facilities; this position may be responsible for volunteer, youth, sports or senior citizen programming; reviews program and budget expenditures; assist in developing budget; researches and prepares specific justifications; evaluates program attendance, participant responses and cost, and make recommendations regarding the continuance of programs; create new programs; participates in long-term planning to assess future recreation needs; prepares written and oral reports; maintains records and develops reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required; assists with grant research and writing, implementation, fund raising and sponsorship development activities; directs, supervises; evaluates part-time staff; and performs other duties as assigned or required; coordinates activities and resources of community groups; maintains prompt and regular attendance. May be assigned an irregular work schedule, including

weekends, early mornings, late nights, and holidays; serves as Department representative with external organizations; attends and/or speaks at meetings, community and professional functions, and conferences as assigned.

The Recreation Coordinator, Senior Center will be assigned to the Senior Center and will be responsible for helping to create a positive environment for Senior Citizens through the creation and implementation of workshops, coordination of activities such as the Montclair Walkers Club and senior trips, conducting outreach activities, and helping to implement grant deliverables.

ORGANIZATIONAL RESPONSIBILITIES

This position reports to a full-time supervisor in the Human Services Department.

Qualifications, Knowledge, Skills, and Abilities

Knowledge of:

Principles of municipal recreation programs and municipal government organizations and functions; leadership skills; equipment and supplies used for recreational activities; recreational, cultural, and social needs in the community; procedures for planning, implementing, and maintaining a variety of recreation, human services activities; computers programs including Microsoft Office; working with the public, community based agencies, and schools.

Skills/Abilities to:

Ability to develop programs and services in accordance with community needs and for all ages; good communication skills, both written and oral; make program presentations, develop and maintain effective relationships with all participants, volunteers, and staff, and be an effective team player; elicit community and organization support for programs; prepare and distribute publicity concerning new and on-going recreation programs and activities; supervise, train, and evaluate part-time personnel; excellent oral and written communication skills; ability to fluently read, write, and speak in Spanish is desirable.

EDUCATION AND EXPERIENCE

A High School Diploma or equivalent and an Associate degree or equivalent in college units, i.e., 90 quarter or 60 semester units or four years experience working with the public in the recreation, social service, or a related field is preferred. Related experience and/or training in planning, organizing activities, community work, work with senior and/or youth, and supervisory responsibilities is desired. Possession of a valid California driver's license and proof of insurance required. Valid First Aid and CPR certification required within 60 days of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; to operate a motor vehicle; to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, running, throwing, and stooping in the performance of daily activities, including leading recreational activities. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

Benefits

Full-time employees are currently covered by the California Public Employees' Retirement System. The City contributes to medical, dental, and vision health plans for the employee with family coverage available. A term life insurance policy is paid by the City, as well as a long-term disability plan. To encourage employees to further their education in job-

related fields, an educational subsidy is available upon completion of one-year probation.

Nonshift employees receive 80 hours of vacation after one year of service; 120 hours after five years of service; 160 hours after ten years of service; and 200 hours after 20 years of service. Shift employees receive 145.21 hours of vacation after one year of service; 217.79 hours after five years of service; and 290.40 hours after ten years of service. Sick leave accumulates at the rate of eight hours per month. The City may credit an employee who is coming from another governmental agency with one half of his/her accumulated sick leave up to a maximum of 240 hours. Presently, 104 hours of paid holidays are provided each year for nonshift employees and 157.29 hours of paid holidays are provided each year for shift employees.

The City of Montclair is an Equal Opportunity Employer.

Employer

City of Montclair

Address

5111 Benito Street

Montclair, California, 91763

Recreation Coordinator - Senior Center Supplemental Questionnaire

*QUESTION 1

Which statement below best describes the highest level of education you have completed?

- ☐ High school graduate, diploma or the equivalent (GED)
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Professional degree
- ☐ Doctorate degree

*QUESTION 2

Do you have four years of experience working with the public in the recreation, social services, or a related field?

- ☐ Yes
- ☐ No

*QUESTION 3

Please share your experience and/or training related to planning and organizing activities, community engagement, working with seniors and/or youth, as well as supervisory responsibilities.

* Required Question