



City of Montclair
Recreation Specialist

SALARY	\$20.77 - \$25.25 Hourly	LOCATION	Montclair, CA
JOB TYPE	Part-Time	JOB NUMBER	20260203
DEPARTMENT	Human Services	OPENING DATE	02/03/2026
CLOSING DATE	2/17/2026 6:00 PM Pacific	FLSA	Determined by Position

BARGAINING UNIT N/A

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

The Recreation Specialist will work up to an average of 29 hours a week, Monday through Sunday, with regular evenings and weekends required. The Recreation Specialist oversees and coordinates Human Services programs. This is an hourly, limited term, part-time position offering 40 hours of sick pay after 90 days of employment and no other supplemental employee benefits other than salary.

Essential Job Duties

This position plans, organizes and implements specialized recreation programs for youth, adult, and/or senior citizens; recruits, trains and provides lead supervision for recreation staff and volunteers; assists in recruiting volunteers and contract instructors; works with community members, local agencies and service organizations to coordinate activities; prepares reports detailing the status of program activities; maintains program records; assists in the development of promotional/marketing materials for program activities; issue, collect, properly maintain and inventory Human Services equipment and supplies; set-up and tear-down for facility rentals, special events, and other Human Services programs; assists in conducting training programs for staff and volunteers; maintains activity budgets and documents expenses. May be assigned an irregular work schedule, including weekends, early mornings, late nights, and holidays.

ORGANIZATIONAL RESPONSIBILITIES

This is a part-time position and reports to the Recreation Coordinator.

Qualifications, Knowledge, Skills, and Abilities

Must have computer skills including proficient skills in Microsoft office Word and Excel and data reporting techniques, and skills in marketing creation including social media; develop and maintain effective relationships with the volunteers, participants, and staff; be an effective team player; and have excellent interpersonal skills, including tact, diplomacy, and flexibility. Must work well with youth, teen, adult and senior citizen populations in an energetic, positive, and courteous manner; demonstrate good communication and organizational skills including the ability to carry out public speaking tasks; understand and carry out oral and written instructions; the ability to make sound decisions and communicate those decisions; must have the ability to work a flexible schedule, including evenings and weekends; plan and organize activities; follow oral and written instructions; prepare flyers, reports, news releases, and newsletters. Bilingual and biliterate in English and Spanish preferred.

EDUCATION AND EXPERIENCE

Requires a High School Diploma, or G.E.D. and a minimum of 48 college units, and/or three years of experience working within recreation, social service, or a related field is required. Related experience and/or training in planning, organizing activities, and clerical responsibilities is highly desirable.

LICENSE/CERTIFICATES

Possession of a valid California driver's license and proof of insurability required. Possession of a First Aid and CPR certificate must be completed within 30 days of the position start date at no cost to the employee.

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

This position is not eligible for benefits.

The City of Montclair is an Equal Opportunity Employer.

Employer
City of Montclair

Address
5111 Benito Street

Montclair, California, 91763

Recreation Specialist Supplemental Questionnaire

***QUESTION 1**

Do you have a High School diploma or GED?

- Yes
- No

*QUESTION 2

Do you have a minimum of 48 college units, and/or three years of experience working within recreation, social service, or a related field as required?

- Yes
- No

*QUESTION 3

Which of the following describes your highest level of Microsoft office (Microsoft word, Excel) proficiency?

- I do not have enough skills to meet the definition of Basic level below.
- Basic
- Intermediate
- Advanced

*QUESTION 4

What is your level of experience and proficiency in marketing creation, including social media?

- I do not have enough skills to meet the definition of Basic level below.
- Basic
- Intermediate
- Advanced

*QUESTION 5

Are you able to work a flexible work schedule that includes evenings and weekends?

- Yes
- No

*QUESTION 6

Are you bilingual in English and Spanish?

- Yes
- No

*QUESTION 7

By completing this supplemental questionnaire you are attesting that the information you have provided is accurate.

Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.

- Yes, I understand and agree
- No, I do not agree

* Required Question