



City of El Cerrito RECREATION COORDINATOR

SALARY	\$32.47 - \$39.48 Hourly \$2,435.60 - \$2,960.83 Biweekly \$5,277.12 - \$6,415.13 Monthly \$63,325.47 - \$76,981.52 Annually	LOCATION	El Cerrito, CA
JOB TYPE	Full-time	JOB NUMBER	2026-06
DEPARTMENT	Recreation	OPENING DATE	02/17/2026
CLOSING DATE	3/3/2026 5:00 PM Pacific		

CLASS DESCRIPTION



We value the time and effort you dedicate as you consider embarking in a career with the City of El Cerrito and we welcome the opportunity to connect with you as we progress through the process of filling the role of Recreation Coordinator.

What is the Role?

The City is seeking a full time Recreation Coordinator who has a knack for organization, a passion for customer service, and the ability to connect with people from all walks of life. The Recreation Coordinator plans, organizes, directs and coordinates a variety of Recreation programs, which may include youth and adult contract classes, various recreation projects, summer camps and programs, rental of community facilities, digital and print marketing, and City-wide special events on a year-round basis for participants of all ages. This role requires knowledge of recreation and community services for a wide range of age groups, along with the ability to organize, guide, and support the work of others. Strong customer service skills and the ability to build positive relationships with individuals, families, and groups from diverse

socio-economic backgrounds are essential.

The ideal candidate can organize and oversee the work of others, such as contractors, provide excellent customer service, and work effectively with people from diverse backgrounds. The role reports to the Recreation Supervisor.

City Perks

- **CalPERS Retirement:** CalPERS Classic members 2.7% @ 55 and PEPRA members 2% @ 62 retirement formula integrated with Social Security.
- **Medical Insurance:** Fully paid health and dental premiums for employees and dependents (up to the Kaiser family rate); cash in lieu option available at \$500 per month.
- **Dental:** The City contributes full cost of family coverage under the Delta Dental Plan.
- **Life Insurance:** The City pays for basic life insurance up to the employee's annual salary with a max of \$100,000.
- **Short-Term/Long-Term Disability Insurance:** 2/3rds of salary up to the maximum monthly.
- **Voluntary Benefits:** Supplemental life insurance, deferred compensation plans and flexible spending accounts (FSAs).
- **Holidays:** 13 holidays per year, plus 3 floating holidays and 1 birthday holiday.
- **Vacation:** Vacation ranging from 11 to 33 days per year based on years of service.
- **Sick Leave:** Accrued at 8.75 hours per month.
- **Tuition Reimbursement:** Cost reimbursement up to the maximum of \$3,500/fiscal year for work related studies.
- **Bilingual Pay:** The City pays \$2,600 per year to employees who are bilingual and who have passed a proficiency test provided by the City.
- **Alternating Work Schedule:** This position typically works 37.5 hours per week with every other Friday off.
- **Wellness Program:** Access to an array of wellness programs offered by the City such as massage days, fitness and meditation classes, Employee Assistance Program (EAP).

Are We A Match?

- You are passionate about providing quality recreational classes and events for the community!
- You are adaptable, flexible, and offer solutions in ambiguous situations.
- You are able to work in partnership with customers, youth, community groups, and other Departments to make sure their needs are met, also having great interpersonal skills.
- You enjoy analyzing and resolving complex challenges; can problem solve and think "outside the box" to achieve results.
- You are detail-orientated and organized to keep track of multiple, varying projects and programs at different sites.
- You are excited to lead and work with a dynamic team!
- You enjoy contributing to a positive work environment that fosters motivation, collaboration, unity, coaching, and engagement of division staff!

If you are looking for a rewarding place to work with a dynamic and collaborative City team and an opportunity to grow professionally, this is the position for you!

The Oral Board Interview is tentatively scheduled for the week of March 23, 2026

ESSENTIAL FUNCTIONS (DUTIES)

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Plans, coordinates, provides oversight, reviews, and evaluates recreation programs, activities, services, and facilities; establishes schedules and methods for providing community and recreation services; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Assists in the recruitment, selection, and evaluation 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.

- Assists in planning department-wide and program specific services, guidelines, publicity, and activities including special and fundraising events.
- Monitors program budgets and participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors and approves expenditures; receives and accounts for monies received at the assigned program site.
- Oversees facility rental and registration activities and ensures accurate record-keeping for program receipts.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Ensures assigned worksite is maintained in a clean, safe, orderly, and secure condition.
- Monitors contract agreements with service providers; assists with recruitment, hiring, training, and supervision of contract employees.
- Creates promotional, informational, and marketing materials for various programs and events including flyers, posters, banners, brochures, newsletters, and social media content.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, rosters of participants, revenues, expenditures, grants, contract programs, accidents, and vandalism.
- Drives a city vehicle to transport supplies, equipment, adults and/or youth as assigned.
- Administers first aid, cardiopulmonary resuscitation (CPR), and/or automatic electronic defibrillator (AED) in emergency situations.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of recreation and community services.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.

QUALIFICATIONS

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:

Education:

- Equivalent to an associate degree from an accredited college or university with major course work in recreation, leisure services, child development, gerontology, sports management, public administration, business administration, or a related field.

Experience:

- Three (3) years of increasingly responsible experience in the implementation of recreation programming or a related field, including two (2) years in a or lead capacity.

Licenses and Certifications:

- Individuals who are appointment to this position will be required to maintain a current and valid California Driver's License and satisfactory driving record throughout employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. *A current and valid out-of-state license may be used upon hire and a valid California Driver's License must be obtained within six (6) months of appointment.
- Possession of valid First Aid, CPR, and AED certifications for adult, child, and infant, to be maintained throughout employment.
- Possession of a valid certificate in Abuse Prevention and Mandated Reporter training (or equivalent) to be maintained throughout employment.

Knowledge and abilities may include, but are not limited to, the following:

Knowledge of:

- Principles, practices, methods, and techniques of recreation, sports, childcare, and leisure services programs, management, operations, facilities, and equipment.

- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Principles, practices, and service delivery needs related to facility rentals, social services, classes, and community events.
- Rules and regulations of sports, coaching in a competitive and non-competitive setting, field dimensions, and equipment needs.
- Online registration systems and software.
- Working knowledge of computer-based applications such as Word, Excel, and PowerPoint or equivalent.
- Principles and practices of basic public relations techniques including the utilization of social media.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- Recent and on-going developments, current literature, and sources of information related to community recreation and leisure programs and activities.
- Principles and procedures of record-keeping, cash handling, and report preparation.
- Adult and/or child cardiopulmonary resuscitation (CPR) methods, first aid, and use and administration of automatic electronic defibrillator (AED) devices.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and programs, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, lead, and coordinate the work of assigned staff, contractors, and volunteers, while effectively providing staff with leadership and work direction.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of recreation programs and facilities necessary to assume assigned responsibilities.
- Recommend and administer program and project budgets.
- Work with groups and individuals to produce quality programming and events.
- Plan, market, and promote programs; create and design publicity flyers, banners, posters, and decorations.
- Respond to concerns or inquiries from community member(s), staff, and outside organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Understand diverse recreation needs of the community and implement effective programs and projects.
- Maintain accurate program records and files including those related to registration, fees collected and facilities rentals.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.

OTHER REQUIREMENTS

THE COMMUNITY

Located near the east shore of the San Francisco Bay, the City of El Cerrito is an ethnically diverse community offering a high quality of life within one of the nation's most sophisticated and beautiful living areas. With a population of almost 25,000 residents, El Cerrito has the advantage of being centrally located in a major metropolitan area. El Cerrito is an established community with a strong self-identity and a commitment to enhancing the quality of life for its community members.

THE DEPARTMENT

The Recreation Department provides a full range of recreational and educational activities for youth and adults, facility rentals, community events, and diverse programs and services to enhance quality of life in El Cerrito.

Learn more about what it's like to work for the City of El Cerrito by watching the following videos, showcasing the El Cerrito community and organization:

- ["Welcome to Vibrant & Diverse El Cerrito"](#)

- "[Discover the Perks of Working for the City of El Cerrito](#)"
- "[Quality of Life in El Cerrito](#)"

For more information, please visit the following:

[Salary Schedules](#)

[City's Human Resources](#)

[Benefit Guide](#)

Employer

City of El Cerrito

Address

10890 San Pablo Ave.

El Cerrito, California, 94530

Phone

(510) 215-4304
5102154315

Website

<http://www.el-cerrito.gov>

RECREATION COORDINATOR Supplemental Questionnaire

*QUESTION 1

Describe your experience in program and special event development. Please include your approach and history in creating engaging, inclusive activities, especially those designed for youth participants.

*QUESTION 2

Provide detailed examples of your experience working with Contract Instructors, School Districts, Sports Leagues and/or other partners to enhance the quality and scope of recreational programs and services. Please include how you ensure effective communication and coordination between parties.

*QUESTION 3

Describe your experience in the creation of promotional and marketing materials, including those online, on social media, and in print. Please include the various platforms, software, or other tools you have experience using in these efforts.

*QUESTION 4

How many years experience do you have either working in the public sector, or Recreation programs?

* Required Question