



## City of Petaluma Recreation Coordinator

<b>SALARY</b>	\$30.30 - \$36.80 Hourly \$5,252.00 - \$6,378.67 Monthly \$63,024.00 - \$76,544.00 Annually	<b>LOCATION</b>	Petaluma, CA
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	2026-00487
<b>DEPARTMENT</b>	Parks and Recreation	<b>OPENING DATE</b>	03/03/2026
<b>CLOSING DATE</b>	3/24/2026 11:59 PM Pacific		

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### Summary/Class Characteristics



Recreation Coordinator



The City of Petaluma is seeking two dynamic, enthusiastic, and community programming minded candidates to join the City's Parks and Recreation Department. One Coordinator will oversee the City's youth programming including our annual Summer Camps and pre-school at the Community Center. The second Coordinator will oversee field rentals and the adult sports program. Both positions provide day-to-day supervision of part-time recreation staff, coordinate independent contractor programs, and perform key administrative functions. These roles are essential to delivering safe, enriching, and enjoyable experiences for the Petaluma community.

### SALARY AND BENEFITS PACKAGE

- **SALARY RANGE:** \$63,024.00 - \$76,544.00 annually
- **FOR YOUR HEALTH AND WELL BEING:**
  - **MEDICAL INSURANCE:** Choice of a variety of CalPERS Health Plans. City pays ~95% of the Bay Area Kaiser premium for employee & eligible dependents; or alternative option to receive Medical Cash Back (if you have medical coverage elsewhere). Please see the [2026 Health Plan Contribution Memo](#)
  - **DENTAL & VISION INSURANCE:** Coverage for employees & eligible family members, paid for by the City.
  - **LIFE INSURANCE:** 1.5x annual compensation up to maximum of \$200,000. Option to purchase additional insurance. Long-Term Disability up to 60% of your current monthly salary after eligibility requirements are

- met and subject to maximum amounts.
- EMPLOYEE ASSISTANCE PROGRAM: Support and benefits, for you and eligible family members, paid for by the City.
- WELLNESS BENEFIT: \$500 annual allowance (is subject to the annual budget approval process and may change in the future.)
- **FOR YOUR FINANCIAL FUTURE:**
  - CALPERS RETIREMENT PACKAGE
    - 2% at 60 for classic CalPERS members
    - 2% at 62 for PEPRA CalPERS members
  - DEFERRED COMPENSATION PLAN: Voluntary participation in your choice of three plans.
- **FOR YOUR WORK / LIFE BALANCE** (annual amounts):
  - Vacation: 80 Hours, increasing with years of service, up to 5 years service credit towards vacation accrual rate for prior qualifying employment.
  - Sick Leave: 96 hours
  - Holidays: 12 fixed and 1 floating
- **Other Exceptional Benefits:**
  - *Paid Parental Leave – up to 8 weeks of paid time for qualifying family bonding*
  - *Public Service Loan Forgiveness Program Employer*

For more information regarding the benefits associated with this position, visit our website and look at the [Memorandum of Understanding](#) and [Employee Benefits](#).

## Summary

Plan, organize, and supervise City recreation programs and services; plan, organize, and implement specialized recreation social/cultural, special events, social services, and sports/athletics programs.

## Class Characteristics

General direction is provided by a higher-level supervisor or manager; responsibilities may include direct or indirect supervision of lower level professional, technical, and clerical personnel.

This is a professional/supervisory class, responsible for coordinating and supervising a variety of assigned departmental programs involving youth, teens, and adults; positions may be assigned to social/cultural or sports/athletic program areas. This class is distinguished from Recreation Supervisor in that the latter has responsibility for planning and directing all City recreation and related programs, activity, and facility use.

## Duties

Plan, organize, schedule, coordinate, and direct assigned City recreation programs and/or recreation facilities and staff; assist in the development and implementation of goals, objectives, policies, procedures, and work standards in areas of responsibility; participate in interviewing, hiring, and supervising contract employees and part-time recreation staff; provide for staff training and professional development.

Make recommendations regarding matters of general policy and budget; prepare detailed budget requests for the staff, equipment, and materials for projected activities; provide technical assistance to staff; inspect and evaluate work being performed; identify problem areas and direct remedial actions to be taken; direct the selection, supervision, and work evaluation of assigned staff.

Prepare and maintain statistical and other records and reports related to departmental programs and projects; respond to inquiries and complaints related to departmental programs and activities.

Organize, schedule, and coordinate youth and adult athletic leagues and tournaments; direct aquatics programs and facility use; organize and supervise programs and activities at a variety of locations in the City; evaluate recreation program effectiveness and participation and make recommendations for improvement or modification; supervise and inspect recreation areas and facilities to ensure proper and safe use of equipment.

Oversee, process, and manage sports field rentals; enforce and regulate field use policies and facility rules; process field rental requests and payments; issue field use permits.

Create marketing and promotional materials such as flyers, posters, banners, and newsletters; update and oversee social media platforms with information on the City's recreation program and events.

Participate in long-term planning to assess future recreation needs; research new operational techniques, methods, and equipment; make recommendations for purchase or implementation.

Coordinate recreation programs and activities with those of other City departments and outside agencies.

Work with community groups in the planning and implementation of department programs; promote City recreation programs in the community; seek sponsorships for major special events.

Monitor contract agreements with service providers.

Act as City staff liaison to the City Museum Association, Youth Advisory Commission, Senior Advisory Committee, and other boards and committees.

Perform related duties as assigned.

## Qualifications

### Knowledge of:

Theories, principles, methods, materials, and equipment used in municipal recreation.

Basic rules and fundamentals of team sports.

City recreation facilities and parks, including their basic features and amenities.

Principles and practices of recreation program supervision pertaining to area of assignment.

Basic budgetary principles and practices.

Basic supervisory principles and practices.

Safety practices and procedures relating to the work.

Computer applications related to the work.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

#### Education:

A Bachelor's degree from an accredited college or university with major course work in recreation, physical education, or a related field.

#### Experience:

Recreation program leadership may be substituted for the education on a year for year basis to a maximum of two years.

## Physical Demands and Working Environment

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

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#### **Employer**

City of Petaluma

#### **Address**

11 English Street

Petaluma, California, 94952

#### **Phone**

707-778-4534

#### **Website**

<http://www.governmentjobs.com/careers/petaluma>

## Recreation Coordinator Supplemental Questionnaire

### \*QUESTION 1

Please tell us which Recreation Coordinator position you are interested in:

- Youth Programming (Summer Camps and Tiny Tots Pre-School)
- Sports Programming (Field Allocations, Facility Management and Oversight, and implementing Sports Programs)
- I would like to be considered for both positions

### \*QUESTION 2

Please describe in detail a specific program that you have successfully planned, developed, implemented, and supervised.

**\*QUESTION 3**

Please describe why you are interested in joining the City of Petaluma team and serving the Petaluma community.

\* Required Question