



DUBLIN
CALIFORNIA

RECREATION COORDINATOR

\$44.76-\$55.98 per hour



City of Dublin
100 Civic Plaza
Dublin, CA 94568
925-833-6650

APPLICATION DEADLINE
WEDNESDAY, MAY 6, 2026 AT 10:00 PM

ABOUT THE CITY

Strategically located in the Tri-Valley region of the San Francisco Bay Area at the intersection of I-580 and I-680, the City of Dublin (Calif.) has consistently been one of the fastest-growing cities in Alameda County for the past several years. In 2020, the City reported a population of 72,589 within 15.23 square miles. The City is served by two BART stations which provide great access from Dublin to other parts of the Bay Area. Since the City's incorporation in 1982, the City's population has progressively increased as both residents and businesses have found the benefit of calling Dublin "home."

ABOUT THE DEPARTMENT

The Parks & Community Services Department manages a budget of \$8.3 million and 22.6 FTEs in addition to numerous temporary and seasonal staff. The Department oversees several functional areas, including Administration, Recreation, Heritage and Cultural Arts, and Facilities (i.e. Shannon Community Center, Senior Center, Heritage Park & Museums, The Wave at Emerald Glen Park, and the Stager Community Gym). Departmental Staff also act as a liaison to the Parks and Community Services Commission, the Senior Center Advisory Committee, the Youth Advisory Committee, and the Human Services Commission. The City also boasts a significant open space and trail system for those that walk, run, hike and bike throughout the community. The community parks include amenities such as children's play equipment, sports fields, courts, picnic areas, dog parks, swimming pools, splash pads, bocce ball courts, trails, and large grass areas for informal play or sports activities. Community facilities offer opportunities for event space and adult and youth classes and activities. In addition, currently under construction is the new Dublin Arts Center, a 13,000 square-foot center focused on the arts that will serve as the hub of Cultural Arts programming in Dublin.

ABOUT THE POSITION

Do you thrive in a fast-paced environment and enjoy the challenge of overseeing high-demand programs and activities in a rapidly growing community? The City of Dublin is currently seeking a dedicated and organized Recreation Coordinator. This position is responsible for planning, coordinating, and evaluating a variety of recreation programs, events, and services, including contract classes, community events, and facility operations. The Recreation Coordinator will oversee program logistics, manage budgets, coordinate with vendors and instructors, support marketing and outreach efforts, and ensure high-quality customer service. The role also includes supervising part-time staff and volunteers, building strong community partnerships, and continuously assessing program performance to meet the evolving needs of the community.

Additionally, the Parks and the Community Services Department provides scheduled opportunities for Recreation Coordinators to rotate assigned program areas, demonstrating a commitment to personal and professional growth, while also ensuring programs remain dynamic. This is a unique opportunity to be part of a team and department that shapes meaningful recreational experiences that enhance the quality of life for Dublin residents. For the full job description, click [here](#).

CORE COMPETENCIES

Leadership
Organization
Communication
Programming
Customer Service

APPLICATION PROCESS

Please submit your resume, application, and supplemental responses online at:

www.governmentjobs.com/careers/dublinca

The best qualified candidates whose background and experience most closely meet the City's current needs will be invited to participate in an interview/oral board.




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