



City of South Pasadena Community Services Coordinator

SALARY	\$5,994.00 - \$7,285.00 Monthly \$71,928.00 - \$87,420.00 Annually	LOCATION	South Pasadena, CA
JOB TYPE	Full Time	JOB NUMBER	2526-046
DEPARTMENT	Community Services	DIVISION	Recreation
OPENING DATE	04/14/2026	CLOSING DATE	Continuous

Position Overview

Deadline to Apply:
**Open and Continuous
Until Filled**

JOIN OUR TEAM!

Community Services Coordinator (Full-Time)

Help lead daily operations and large-scale events in a dynamic, community-focused environment. If you're self-motivated, organized, and ready to make a difference—apply today!

City of SOUTH PASADENA

First review of applications: Monday, April 27th, 2026

This recruitment may close or be extended at any time. Applicants are encouraged to apply as soon as possible.

Purpose

Under the supervision of the Community Services Supervisor, manages the facilities and park reservations and rentals; oversees contract classes, camps, and special events; and updates the department website. This classification is distinguished by its management of a multitude of program areas and its supervision of seasonal, volunteer and part time staff in the administration of programs, services, and special events for the public.

Duties & Responsibilities

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Plans, organizes, schedules, coordinates, promotes and evaluates programs and special events.
- Maintains payments for programs, monitors the program budget, and prepares financial reports.
- Responds to inquiries or requests for information and service from interested community groups and citizens.
- Monitors inventory of supplies and equipment; purchases and maintains equipment and supplies for programs, events, and reservations.
- Maintains and updates the department's website pages and calendars.
- Supervises seasonal, volunteer and other part-time staff, including recruiting, interviewing, selecting new employees, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, allocating and scheduling personnel, and may provide input in the annual performance reviews of subordinate employees.
- In the absence of the Community Services Supervisor – Recreation and/or Seniors, may serve as Acting Supervisor and oversee, supervise, and may contribute to performance evaluations of staff.
- Recruits volunteers and may serve as staff liaison City's Boards, Commission and/or Committees.

City Parks & Facilities

- Coordinates and schedules the rental of city parks and facilities and staffing; responds to inquiries or requests for information and service from interested community groups and citizens; oversees the completion of reservation permits and reoccurring reservations agreements; and facilitates the special event liability insurance process for rentals and events.
- Inspects park playgrounds on a monthly basis, keeping accurate reports, and assuring repairs are reported and completed in a timely manner.
- Coordinates and monitors the conditions of parks and facilities through weekly park inspections.

Contract Classes & Camps

- Oversees the Recreation contract classes and contract camps.
- Creates the Community Services Guide with assistance from the Management Aide.
- Assists in registering participants in programs; evaluates participants in programs, participates in parent conferences.
- Acts as liaison to the public regarding recreation programs and classes, informs community of programs, and writes press releases; produces fliers for programs and events.

Events

- Coordinates and manages events throughout the year, e.g. Summer Concert Series and special events such as Movies in the Parks, Shakespeare in the Parks, National Night Out, and Community Baseball Night.

Qualifications

Employment Standards

Education/Experience

An Associate's degree or equivalent. At least three years of experience in a related field; or any equivalent combination of training and experience which provides the required skills and abilities. Bachelor's Degree in related field is desirable.

Knowledge of:

Knowledge of program areas, computer applications, proficiency with all standard Microsoft Office applications.

Ability to:

Plan, organize and coordinate program activities; establish and maintain cooperative professional working relationships; communicate clearly and concisely, verbally and in writing; and have excellent customer service skills. Capable of properly managing work time including balancing multiple tasks with varying deadlines and ability to work in a team environment.

Additional Information

Physical Demands

The physical demands described here are representative of those typically expected to be performed by an employee to successfully complete the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to stand, climb and perform other physical agility requirements associated with the oversight and minor maintenance of the city's facilities. Ability to exert sufficient force to lift, carry, push, pull, or otherwise move object and to carry tables, chairs and boxes with special event supplies. Physical demands include frequent lifting of objects up to 50 pounds, often combined with bending, twisting.

Working Conditions

While performing the duties of this job, the employee may work in the field, outside weather conditions and/or on uneven and irregular surfaces. The employee is occasionally exposed to wet, warm and/or humid conditions. Work may entail occasional driving to various sites within and outside the City.

The noise level in the work environment is usually quiet in the office, moderate in the field.

Special Requirements

Possession of a valid Class "C" California Driver's License with satisfactory driving record.

Be able to work nights, weekends, holidays and varying hours within any division of the Community Services Department.

FLSA Status

Non-exempt

SELECTION PROCEDURE

This recruitment will be open and continuous until the position is filled. Applicants are encouraged to apply as soon as possible. The City reserves the right to extend the closing date or close this recruitment without notice. Individuals determined to be qualified and best aligned to the position will be invited to participate in the selection process.

HOW TO APPLY

To be considered, please submit an online application, including a cover letter, resume, and proof of education (if qualifying with a degree) in PDF format. Applications that fail to include all necessary documents may be considered incomplete and will not be considered.

Applications will be reviewed for depth and breadth of experience and level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. The selected candidate may be required to undergo a background check and a physical examination prior to appointment. Applicants who do not meet the minimum requirements, including submission of all required attachments, will not be considered. For questions regarding this recruitment, please contact Human Resources at (626) 403-7366.

EQUAL OPPORTUNITY EMPLOYER

The City of South Pasadena is an Equal Opportunity Employer. We value and encourage diversity in our workforce. The City of South Pasadena is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners.

FAIR CHANCE ACT

The City of South Pasadena is committed to providing fair opportunities to all applicants, including those with a criminal history. Pursuant to the California Fair Chance Act, we will consider qualified applicants with a criminal history. You are not required to disclose your criminal history or participate in a background check until you receive a conditional job offer. If the City of South Pasadena has concerns about a conviction that is directly related to the job after making a conditional job offer and conducting a background check, you will have the opportunity to explain the circumstances surrounding the conviction, provide evidence to mitigate concerns, or challenge the accuracy of the background report. For more information about the Fair Chance Act, please visit <https://calcivilrights.ca.gov/fair-chance-act>.

ACCOMMODATIONS

The City of South Pasadena intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call 626-403-7366.

ABOUT THE CITY

The City of South Pasadena (population 26,047) is a charming community located only eight miles from downtown Los Angeles on the west side of the San Gabriel Valley. South Pasadena is known for its beautiful tree-lined streets, stunning homes, unique small businesses, top-quality schools and a strong commitment to community. South Pasadena is also a full-service city with its own fire, police and water departments.

Occupying 3.44 square miles of flatlands and hillsides, South Pasadena's unique character makes it one of California's most desirable locations. The City has a rich history of intact late 19th and early 20th Century neighborhoods and residences, giving it a strong claim as one of the oldest and most historic sites in the San Gabriel Valley. One of the first suburbs of Los Angeles, South Pasadena maintains small-town quality, with charming residential streetscapes, and a historic commercial core, making it one of Hollywood's favorite suburban filming locations, featured in numerous television and big screen productions.

South Pasadena is frequently recognized as a family and environmentally friendly community. The City enjoys quiet, attractive, walkable neighborhoods and a low crime rate. There are numerous active community organizations in South Pasadena, including the Oneonta Club, WISPPA, South Pasadena Arts Council, AYSO, Little League, Boy Scouts, Girl Scouts, Women's Club, Chamber of Commerce, South Pasadena Preservation Foundation, Holy Family Church, St. James Church, South Pasadena Tournament of Roses Association, South Pasadena Chinese-American Club, Vecinos and many others. Boasting over 100 acres of parks and playgrounds and more than 21,000 trees, the City's picturesque environment invites residents and visitors to enjoy numerous opportunities for outdoor recreation. South Pasadena offers an 18 hole, Par-3 golf course, tennis, racquet and pickleball facilities, horse stables and a dog park all in its picturesque Arroyo Seco area. Small, proud and independent, the City of South Pasadena has preserved its status as a unique community for over a hundred years.

Employer

City of South Pasadena

Address

1414 Mission St.

South Pasadena, California, 91030

Phone

626-403-7366

Website<http://www.southpasadenaca.gov/employment>**Community Services Coordinator Supplemental Questionnaire*****QUESTION 1**

To receive timely notifications about my application, I understand that I must provide a working email address and phone number on my City application. I understand that all important information regarding my application and the selection process will be sent via email, and it is my responsibility to ensure my email is active, check it regularly, and add info@governmentjobs.com to my contacts to avoid messages being marked as spam. I acknowledge that the City of South Pasadena is not responsible for lost or misdirected emails.

 Yes No***QUESTION 2**

Please select your highest level of completed education.

 Some High School High School Graduate or GED Equivalent Some College or Community College Bachelor's Degree Master's Degree Doctorate Degree***QUESTION 3**

Do you have at least three (3) year of progressive experience coordinating recreation programs, youth camps, community events, or related services?

 Yes No***QUESTION 4**

Please describe your experience planning, coordinating, and overseeing youth recreation programs or camps. In your response, include the ages served, program size, your role in staffing and supervision, and any experience with parent communication or behavior management.

***QUESTION 5**

Please describe your experience supervising part-time, seasonal, or volunteer staff and coordinating community events or recreation operations. Include examples of scheduling, logistics, customer service, and problem-solving responsibilities.

***QUESTION 6**

I understand that any inaccurate information or an incomplete application may lead to disqualification from the recruitment process. I have supplied all the applicable and accurate information on my application. Examples of incomplete/inaccurate information leading to disqualification will include, but are not limited to the following: falsifying employment or personal information, incomplete/incorrect employment dates, stating "see resume" under job duties, not attaching requested copies of certificate(s), testing results etc.

Yes

No

* Required Question