

CITY OF SOUTH SAN FRANCISCO EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of: **Recreation & Community Services Program Coordinator**

City of South San Francisco • Human Resources Department • 650.877.8522 • www.ssf.net • EOE

**DEADLINE TO APPLY | FRIDAY, MAY 1, 2026 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST
100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.**
For detailed information and to apply online, go to: www.calopps.org



SALARY: \$82,347.00 - \$100,089.00 annually

The Parks and Recreation Department mission is to provide opportunities for physical, cultural and social well-being; protect and enhance the physical environment; and ensure the effective and efficient use of public facilities and open space. The Recreation Division sponsors recreation and enrichment programs that meet community needs, address childhood obesity, promote wellness, create a culture of curiosity and learning, enhance the quality of life for the participants, and stimulate economic and community development. Recreation staff are also tasked with operating recreation centers, picnic sites and rental facilities, preschools and select South San Francisco Unified School District after school sites that serve residents of all age groups. The current vacancy is in the Youth Enrichment Services (YES) Program.

IDEAL CANDIDATE | The ideal Recreation and Community Services Program Coordinator is a passionate, organized professional dedicated to supporting the growth and development of youth through engaging, safe, and inclusive enrichment programs. They have experience coordinating youth-focused activities and supervising staff, with the ability to manage daily operations while ensuring compliance with licensing and safety regulations. They are a positive role model and strong communicator who builds meaningful relationships with youth, families, schools, and community partners. This individual excels in customer service, brings creativity to program development, and can effectively balance administrative responsibilities such as scheduling, registration, and basic budgeting. A successful candidate is dependable, proactive, and adaptable, with a genuine commitment to creating enriching experiences for youth. This is a direct service position, working with school-age children. This is a grant-funded position and is subject to grant funding.

SELECTION PROCESS | The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. **Transcripts must be included** but *do not* substitute for a completed application. The most highly suitable and qualified candidates will be invited to participate in an oral board interview (weighted at 100%), tentatively scheduled for **Tuesday, May 19, 2026**.

Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list. Top scoring candidates will be invited to the next phase of the selection process which will consist of a departmental interview.

QUALIFICATIONS | *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Training: Completion of at least 12 college units in the following related areas (**College transcript must be attached to application**): Early Childhood Education, Recreation, Physical Education, Human Services, Social Welfare.

With a focus in: Child Development; Principles or Theory; Curriculum; Child, Family, Community; Administration-Human Relations.

Experience: At least two years of experience supervising adults and serving in a leadership role, and two years of experience working with elementary school age children in an academic and enrichment program.

Licenses and Certificates:

All required licenses and certificates must be maintained as a condition of employment.

- Possession of an appropriate valid California Driver's license and a satisfactory driving record.
- Possession of a current first aid and CPR certificate.

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<https://www.calopps.org/city-of-south-san-francisco>