

ABOUT THE CITY

The City of Pinole is located in the San Francisco Bay Area, on the shores of San Pablo Bay in West Contra Costa County. Interstate-80, which traverses the City, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central Contra Costa County including the cities of Martinez, Concord, and Pleasant Hill by State Route 4, which begins just north of the City and connects with Interstate-680.

The City of Pinole has a land area of more than four square miles; much of the land has gently rolling hills with steeper hills paralleling on the north and south. Elevation in the City ranges from sea level to 500 feet above sea level.



Application & Examination Process:

You may apply in person at 2131 Pear Street, or you may request an application be mailed to you by calling (510) 724-9006. Our application is also available for downloading on our website at: www.ci.pinole.ca.us.

An original City application must be received in Human Resources by the final filing deadline. You may attach **a copy of your resume**. **Faxes and emails are not acceptable methods of applying**. Deliver or mail it to 2131 Pear Street, Pinole, CA 94564 (postmarks are not acceptable).

Applicants appearing to have the best combination of training and experience will be invited to participate in the examination process. The examination process may consist of any of the following: written exercise, aptitude test and/or oral interview. The City reserves the right to utilize alternative testing methods if deemed necessary.

Appointment is subject to passing a pre-employment drug screen and background check.

The final filing deadline is:

CONTINUOUS



The City of Pinole
California
Invites Applications for

**Senior Center
Recreation
Coordinator**
**(36-hour work week
w/ prorated Benefits)**



The Department

The City's Recreation Department encompasses public amenities including the programs and facilities of the Youth Center, Senior Center, and Tiny Tots Center, as well as community events.

The Position

The Recreation Coordinator develops, implements, coordinates, and provides oversight of program activities, staff, and facilities. The position works in tandem with other agencies, organizations, community groups, and the public to develop partnerships for providing services. Additionally, the Coordinator also performs a wide variety of clerical, technical, and administrative tasks in the specified area of program and activity development, revenue generation, etc.

This class works with a variety of individuals and groups from diverse backgrounds. The Coordinator reports to and receives direction from the Recreation Manager and provides supervision and direction to employees and volunteers.

The Recreation Coordinator will:

- Have at least one year in a supervisory capacity.
- Have any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be: A Bachelor's degree from an accredited college or university with major coursework in recreation, leisure studies, social services, sociology, human development, public administration, or a closely related field; OR an Associate's degree from an accredited college or university; AND a minimum of five (5) years of recreation and leisure services experience working in recreational programming with a wide variety of age groups.
- Be in possession of and maintain a valid California class C driver's license and/or class B with passenger endorsement and a satisfactory driving record. Must possess or obtain prior to the completion of the probationary period a valid California class B driver's license with passenger endorsement and youth bus certificate.
- Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates.
- Skilled in developing, coordinating, and managing programs at a Youth or Senior Center and assisting with community events.
- Experienced at selecting, training, motivating and evaluating assigned personnel, including volunteers.
- Skilled with computer applications related to the work, including database management, marketing and publication design, etc.

The Recreation Coordinator will enjoy:

A monthly salary of: \$3,850—\$4,680

Vacation: 8-16 hours/month depending on years of service.

Holidays: 11 paid holidays plus 12 hours of floating holiday.

Sick Leave: 8 hours per month.

Health Insurance: Selection from PERS Medical Plans; City will pay up to the 2014 Kaiser rates, based on family status. Retiree medical benefits are available.

Dental/Vision Insurance: City pays the entire premium for family coverage.

Life Insurance: City pays the entire premium for \$40,000 term life and AD&D policy.

Retirement: Benefit based on CalPERS membership status at time of hire:

- Classic* PERS Member: 2.5% @ 55. Employee pays 16.5815% (8% Employee Rate, plus 8.5815% of the FY 16/17 Employer Rate).
- New* PERS Member: 2% @ 62. Employee and Employer each pay 6.25%.

**as defined by CalPERS.*

Deferred Comp. Plan: Offered by City through ICMA.

