



An Equal Opportunity Employer

RECREATION COORDINATOR – SENIOR CENTER

SALARY: \$3,775 - \$4,588

Under general supervision, this full-time position designs, organizes, implements, and evaluates a variety of recreation and social service programs, activities, and special events for all age groups; ability to work a flexible schedule, including evenings and weekends; maintains supervisory responsibilities for part-time staff; and performs other duties as assigned. This position will be assigned to the Senior Center.

ESSENTIAL JOB DUTIES

This position is responsible for planning, organizing, and implementing special events, recreational, sports, social, and educational activities and programs held at various schools and City facilities; this position may be responsible for volunteer, youth, sports or senior citizen programming; reviews program and budget expenditures; assist in developing budget; researches and prepares specific justifications; evaluates program attendance, participant responses and cost, and make recommendations regarding the continuance of programs; create new programs; participates in long-term planning to assess future recreation needs; prepares written and oral reports; maintains records and develops reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required; assists with grant research and writing, implementation, fund raising and sponsorship development activities; directs, supervises; evaluates part-time staff; and performs other duties as assigned or required; coordinates activities and resources of community groups; maintains prompt and regular attendance. May be assigned an irregular work schedule, including weekends, early mornings, late nights, and holidays; serves as Department representative with external organizations; attends and/or speaks at meetings, community and professional functions, and conferences as assigned.

The Recreation Coordinator, Senior Center will be assigned to the Senior Center and will be responsible for helping to create a positive environment for Senior Citizens through the creation and implementation of workshops, coordination of activities such as the Montclair Walkers Club and senior trips, conducting outreach activities, and helping to implement grant deliverables.

ORGANIZATIONAL RESPONSIBILITIES

This position reports to a full-time supervisor in the Human Services Department.

KNOWLEDGE AND SKILLS

Knowledge of: Principles of municipal recreation programs and municipal government organizations and functions; leadership skills; equipment and supplies used for recreational activities; recreational, cultural, and social needs in the community; procedures for planning, implementing, and maintaining a variety of recreation, human services activities; computers programs including Microsoft Office; working with the public, community based agencies, and schools.

Skills/Abilities to: Ability to develop programs and services in accordance with community needs and for all ages; good communication skills, both written and oral; make program presentations, develop and maintain effective relationships with all participants, volunteers, and staff, and be an effective team player; elicit community and organization support for programs; prepare and distribute publicity concerning new and on-going recreation programs and activities; supervise, train, and evaluate part-time personnel; excellent oral and written communication skills; ability to fluently read, write, and speak in Spanish is desirable.

EDUCATION AND EXPERIENCE

A High School Diploma or equivalent and an Associate degree or equivalent in college units, i.e., 90 quarter or 60 semester units or four years experience working with the public in the recreation, social service, or a related field is preferred. Related experience and/or training in planning, organizing activities, community work, work with senior and/or youth, and supervisory responsibilities is desired. Possession of a valid California driver's license and proof of insurance required. Valid First Aid and CPR certification required within 60 days of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; to operate a motor vehicle; to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, running, throwing, and stooping in the performance of daily activities, including leading recreational activities. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

SELECTION PROCESS

1. Completion of Montclair's **Employment Application** form and **Supplemental Questionnaire for Criminal Convictions** (Recreation and Learning Positions) is required.
2. **All** applications received by the filing deadline of **6:00 p.m. on Tuesday, August 16, 2022**, will be screened for conformance with required and desirable qualifications.
3. Candidates possessing the highest qualifications will be invited to participate in a structured oral interview.
4. Successful candidates' names will be placed on an eligibility list from which a selection will be made. The City Manager will make final appointment, upon recommendation of the Director of Human Services.
5. The top candidates must pass a fingerprint, criminal background investigation, and a preemployment physical including a drug screening, prior to hiring.

APPLICATION PROCEDURE AND FILING DEADLINE

City applications forms are available on-line at www.cityofmontclair.org. Completed and signed applications must be submitted to via email to jobs@cityofmontclair.org, in person or by U.S. mail to City Hall, Personnel Division, 5111 Benito Street, Montclair, California, or via fax to (909) 621-1584, by the **FILING DEADLINE** of **6:00 p.m. on Tuesday, August 16, 2022**.

Applications received by fax or email will be requested to be submitted with original ink signature if invited to structured oral interview.

THE CITY

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

PERSONNEL PROCEDURES

All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

EMPLOYMENT RULES

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense. A one year probationary period is required before gaining regular status, with the exception of employees represented by the Montclair Police Officers Association (MPOA) who are subject to an eighteen-month probationary period.

EMPLOYEE BENEFITS

Fulltime employees are currently covered by the Public Employees' Retirement System. The City contributes to medical, dental, and vision health plans for the employee with family coverage available. A term life insurance policy is paid by the City, as well as a long-term disability plan. To encourage employees to further their education in job-related fields, an educational subsidy is available upon completion of one-year probation.

Nonshift employees receive 80 hours of vacation after one year of service; 120 hours after five years of service; 160 hours after ten years of service; and 200 hours after 20 years of service. Shift employees receive 145.21 hours of vacation after one year of service; 217.79 hours after five years of service; and 290.40 hours after ten years of service. Sick leave accumulates at the rate of eight hours per month. The City may credit an employee who is coming from another governmental agency with one half of his/her accumulated sick leave up to a maximum of 240 hours. Presently, 104 hours of paid holidays are provided each year for nonshift employees and 157.29 hours of paid holidays are provided each year for shift employees.

SALARY PRACTICES

Classifications are assigned to a pay range comprised of five individual steps, with an approximate five-percent differential between each step. A step increase is possible after six-months, or one year for Police Officers and Firefighters, depending on performance. Yearly increases, based on merit, are possible until the maximum is reached. Position classifications and salaries are evaluated periodically; and cost of living increases are negotiated by bargaining units. Salaries are based on 26 pay periods per year.

NONDISCRIMINATION POLICY

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.

