



CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

RECREATION PROGRAM COORDINATOR (SPORTS ASSIGNMENT)

Base Salary: \$4,569 - \$6,117/per month

Filing Deadline: Friday, January 14, 2022

The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful Oakland Hills, overlooking the San Francisco Bay. The city, which is virtually built out, consists of established residences on quiet tree-lined streets. Within Piedmont's 1.8 square-mile area there are five city parks and numerous landscaped areas which offer wooded paths, tennis courts, children's playgrounds and picnic facilities.

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight for Piedmont Middle School (PMS), youth, and adult sports programs; obtains contract services; coordinates or schedules the use of facilities; monitors facilities for maintenance or safety concerns; assists in coordination of City events; provides administrative support and assistance to the Recreation Supervisor; fosters cooperative working relationships with various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor. Exercises technical and functional supervision to part-time staff and/or volunteers.

CLASS CHARACTERISTICS

This is the journey-level class within the Recreation classification series. The Sports Coordinator has supervisory, program coordination, administrative, and/or day-to-day operational responsibilities. Incumbents are responsible for inspecting, planning, scheduling, and directing the sports program operations, activities, and services to ensure that City facilities and sports programs are safe and effective and provide the highest level of customer satisfaction for public use. This class is distinguished from Recreation Supervisor in that the latter is the full supervisory-level class and has responsibility for formulating policy, developing goals and objectives, monitoring and administering program budgets and directing operations for multiple programs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates, oversees, and participates in the day-to-day operations of PMS and a variety of citywide sports programs.
- Selects, supervises, and reviews the work of part-time, seasonal, and/or temporary employees and volunteers assigned to sports programs and related facilities and sites; provides training in the specific sport and/or refereeing techniques; prepares work schedules; inspects and monitors programs and sites on a regular basis.
- Works with community groups and residents in the development and coordination of sports programs; oversees and coordinates team selection and scheduling of games and practice times for a variety of sports programs; communicates with parents and participants regarding team selection.
- Oversees and coordinates team selection and scheduling of games and practice times for a variety of sports programs; and communicates with parents and participants regarding team selection.
- Participates in the development and implementation of goals, objectives, policies, and priorities for sports programs; evaluates sports programs and recommends improvements or modifications and ensures the programs are reflective of the community's needs, the City's and Division's overall goals, policies, and ordinances, and in compliance with applicable federal, state, local, facility, and safety rules, regulations, and guidelines.
- Estimates costs of and orders supplies and materials for projects and activities; maintains records of purchase orders; monitors expenditures and revenues.
- Opens, secures, and cleans buildings and other areas before and after program use; prepares facilities and sets up equipment for scheduled recreational activities/events.
- Assists in coordination of citywide events such as the Harvest Festival, 4th of July Parade, and Haunted House.
- Develops and maintains positive relationships and collaborative enterprises with community groups and residents, including school representatives, in the development and coordination of sports programs.

- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services in person and by telephone; resolves problems and/or refers to them to a supervisor.
- Sets up and uses a variety of recreational, cleaning, and other equipment related to the program as well as standard office equipment, including computers.
- Monitors and tracks equipment and uniforms; maintains records for each participant and collects fees as needed.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, methods, and materials used in planning, implementing, and maintaining a variety of recreation and leisure activities and sports programs for youth and adults.
- Principles and practices of recreation program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review, and training.
- Fundamentals, regulations, and rules of a variety of sports including flag football, basketball, softball, volleyball, track, cross country, T-ball, and other sports.
- Basic principles and practices of contract administration.
- Standard office practices and procedures, including recordkeeping, business mathematics, and basic computer applications related to the work.
- Safety principles and practices, including basic first aid and adult and child cardiopulmonary resuscitation (CPR) methods.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Determine, plan, coordinate, implement, and evaluate a variety of sports programs and/or other recreation programs suited to meet the needs of the community.
- Plan, organize, direct, supervise, and evaluate the work of assigned staff and volunteers.
- Interpret, apply, and explain policies, rules, and regulations related to assigned activities.
- Maintain accurate records and files and account for fees received.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and child CPR.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Exercise independent judgment and initiative within established general policy, procedural, and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree from an accredited college or university with major coursework in recreation, leisure services, physical education, or a related field and three (3) years of experience providing direct service in a variety of sports related activities. A bachelor's degree is desirable and may be substituted for one (1) year of the required experience.

Licenses and Certifications:

- Must possess a valid California Class C Driver's License and a satisfactory driving record. The City of Piedmont monitors DMV record information over the course of employment.
- Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or sports facility setting and use standard office and/or recreation equipment, including a computer; to operate a motor vehicle, and to visit various City and meeting sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and push and pull drawers

open and closed to retrieve and file information. Strength is needed to lift and carry recreation equipment weighing up to 50 pounds for extended periods of time; and flexibility to lift, carry, push, pull, or move objects. May involve significant standing, walking, pushing, bending and/or pulling to participate in recreation activities. Visual acuity sufficient to perform computer work and other essential functions of the position. Hearing and speech to communicate in person, before groups, and over the telephone.

ENVIRONMENTAL ELEMENTS

Employees work in an office and/or sports facility setting with loud to moderate noise levels, controlled temperature conditions. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings and/or weekends, as needed. Must be fingerprinted for submission to the California Department of Justice in order to work with children.

COMPENSATION

Monthly Salary: \$4,569 - \$6,117/month (FLSA: Non-exempt)

BENEFITS

The City currently offers the following benefits to its employees:

- Medical, with a generous amount of the premium paid by the City
- Delta Dental Premier, with orthodontia @ \$5,000 lifetime maximum, premium paid in full by the City
- Vision, with the ability for an annual exam, premium paid in full by the City
- Employee Assistance Plan
- Life insurance with a value of 2X your annual salary, and long term disability @ 60%, premium paid in full by the City
- Retirement benefit depends upon membership date: Classic employee CalPERS 2% @ 60, employee share is 7%. New Members 2% @ 62, employee share is currently 6.75%. **The City also participates in Social Security**
- Vacation: Accrue 11 days per year to start at the rate of 6.875 hours per month
- Holidays: 13 days per calendar year
- Sick leave accrual @ 10 hours per month
- Deferred compensation, credit union and tuition reimbursement available
- Children of full-time City employees are eligible to attend school in the Piedmont Unified School District. Additionally, based upon availability, the children of full-time employees are eligible to attend the Skipping Stones, Schoolmates, Kinder Konnex and Camp Everything programs at no charge.

THE APPLICATION PROCESS

To be considered for this employment opportunity, a city employment application must be submitted by January 14, 2022. Please apply online at <https://piedmont.casellehire.com/jobs/>. The City of Piedmont complies with ADA, is an Equal Opportunity Employer and is seeking a diverse candidate pool. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

The City reserves the right to close this recruitment at any time and not fill this position.

The information contained herein is subject to change and does not constitute either an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.