



Greater Vallejo Recreation District
395 Amador St.
Vallejo, CA 94590
www.gvrd.org

*"Building community and enhancing quality
of life through people, parks, and programs."*

The Greater Vallejo Recreation District invites applications for the position of:

Recreation Coordinator
\$23.10/hr. - \$28.10/hr.
Full Time – Benefit Package

Job Opening Date: Wednesday, July 12th
Deadline for applying: Open until filled
Anticipated interview: Tuesday, August 1st

The Organization

The Greater Vallejo Recreation District is a Special Service District that has been serving area residents for over sixty years. As a Special Service District, GVRD operates separately, but in partnership with the City of Vallejo. GVRD encompasses over 65 square miles and includes 1,061 acres of land, 30 + public parks, and recreational/cultural facilities of diverse use, type GVRD is governed by a five-member Board of Directors. With 30 plus full time and 155 part-time and seasonal employees, GVRD operates on a 2017-2018 fiscal year budget of \$9.2 million and Measure K funding amounting to \$2.9 million. Children, teen and adults are served by a wide array of programs, facilities and services that are provided by the District and location throughout the City of Vallejo including four community centers and an Olympic-size swimming pool.

The Position

Under the direction of the Recreation Supervisor, the Recreation Coordinator plans, schedules, organizes, implements, coordinates, and evaluates a wide variety of recreational and social activities, designs programs to meet community needs; reviews the work of staff responsible for the activities; provides staff support during special events and other recreation programs; and performs related and other work as required within the context of the District's Mission.

Representative duties include:

- Supervise, coordinate and review the work of support staff.
- Plan and coordinate recreation activities and special events.
- Write description of activities for the Activity Guide; Input and maintain programs and fee based activities in the Recreation PEAK software system; coordinate specific promotions for individual programs and activities.
- Respond to questions, complaints, and emergency situations; take appropriate courses of action.
- Prepare a variety of administrative and financial reports on activities and operations; monitor and report income and expenditures.

Basic Qualifications

The ideal candidate will have the equivalent of an associate's degree from an accredited college, two years experience working in recreation programs including some group activity leadership, be proficient in Word and Excel. Must possess a valid California Driver's License and a satisfactory driving record as a condition of hire and of continued employment. Must be 21 years of age.

The candidate will have a working knowledge of the principles, practices and procedures utilized in administering recreation, leisure services and community service programs; basic supervisory principles and practices; and basic business and mathematics, record keeping and budgeting practices.

Competencies

The candidate will possess the ability to plan, organize, direct, assign, and review the work of others; recruit and train staff; use computers to prepare and maintain accurate records and reports; and prepare clear, concise and informative reports, correspondence and other written materials; understand, carry out, and issue clear oral and written instruction; deal effectively with District staff and members of the public.

Compensation and Benefits

The salary range for this position is \$23.10/hr. - \$28.10/hr. Initial placement is dependent upon the selected candidate's experience and qualifications and typically not appointed higher than the mid step of the range. This position falls under the SEIU, Local 1021 Agency Shop provisions.

The District offers the following benefits:

- 13.5 paid holidays per year
- 15 to 20 days of annual leave depending on length of service
- 12 days of sick leave per year with unlimited accrual
- CALPERS retirement 2% @ 55 for classic members or CalPERS retirement 2% @ 62 for new members as defined under PEPRA. GVRD does not participate in Social Security.
- Optional 457 Deferred Compensation Plan through CalPERS or Massachusetts Mutual Life Insurance.
- Health plans provided through CalPERS. The District's contribution covers a portion of premium for employee and family coverage.
- Dental Insurance provided through Principal Insurance paid by GVRD.
- \$50,000 Basic Life & AD&D provided through Principal Insurance paid by the District.
- VSP- Employer pays 75%/Employee 25% of vision care premium

Application Process

To be considered for this career opportunity, please submit an application and resume (open until filled). First anticipated interview will be held on August 1st, 2017. ***Résumés submitted without the required District application will not be considered.*** Forward your materials to the following address:

Mail: Greater Vallejo Recreation District
Attn. Human Resources
395 Amador St., Vallejo, CA 94590
Fax: 707-649-4840

Please visit http://www.gvrd.org/?page=human_resources

Click: Recreation Coordinator for full job description

Click: GVRD Employment Application

Email Address: HR@gvrd.org

Phone number: 707-648-4606 or 707-648-4646

The first phase of the selection process will consist of an evaluation of the applicant's training and experience based on the completed application and resume. Based upon this review the most qualified candidates will be invited to continue in the selection process. An oral interview by a panel will be included in the selection process. Also, the successful candidate is subject to a pre-employment physical, including a drug screen, and a background check.

Disabled individuals requiring accommodation during the selection process should notify the Human Resources Department at 707-648-4606 at time of filing application.

GVRD is an Equal Opportunity Employer and does not discriminate on the basis of any legally protected status in employment or in the provision of services.