



ADMINISTRATIVE SERVICES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

RECREATION AND COMMUNITY SERVICES COORDINATOR (Job Code #_____)

\$4,952.52 - \$6,045.20 Monthly

THE CITY OF CULVER CITY	
Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.	
HOW TO APPLY	
Filing deadline: 5:00 p.m., [DATE]	
A complete application, including copies of relevant degrees and/or certificates must be submitted for consideration. Please note: Individuals that submit incomplete application materials may not receive full consideration for the position.	
Applications may be filed online at: www.culvercity.org/jobs .	
THE POSITION	
The Recreation and Community Services Coordinator classification is responsible for planning, organizing, implementing and supervising, recreation, community services, and social services programs. Will plan, organize, direct, and evaluate the activities, operations and facilities of assigned programs, events and activities. Coordinate logistics including scheduling, attendance, and supervision. Provide stellar customer service, act as a liaison, and promote positive public relations with all patrons, City Staff, community groups, other governmental agencies, clubs, organizations, businesses and non-profit agencies. Identify and evaluate community recreational, leisure, cultural, and service needs and recommend appropriate new or expanded programs and resources. Research, analyze and monitor trends and strategies to continually improve services and meet customer expectations. Facilitate and monitor registration for programs, activities, events, classes, and camps. Monitor program, event and facility activities and operations, and assist in ensuring compliance with applicable risk management policies, laws, rules, regulations, and best practices. Monitor and coach assigned staff, contractors, and volunteers ensuring all laws, rules, policies, and procedures are enforced and follow-up on problems and complaints. Work with parks maintenance staff, public works, and/or other departments regarding park and facility repairs, services and improvements. Market, promote, maintain, and create high quality publications and promotional advertisements in print and online including, but not limited to the Department Brochure/Activities Guide, social media, websites, flyers, notices, and any other marketing materials. Assist in fundraising and sponsorships activities as required. Research, prepare and/or present any necessary written and/or oral reports and accompanying materials for meetings, grants, media, sponsorships, budgets, Commission, City Council, Committees, Boards, correspondence, and/or newsletters. Perform other duties as assigned.	
MINIMUM REQUIREMENTS	
Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: 1) A Bachelor's degree from an accredited college or university, preferably in Recreation, Kinesiology, Nutrition, Public Administration, Marketing, Communications, Early Childhood Education, or related/applicable field of study; and 2) A minimum of two years full-time or four years part-time professional experience in recreation, public administration, physical education, special education, social services or closely related field.	
LICENSE AND CERTIFICATES	
• Possession of a valid California driver's license. • American Red Cross or American Heart Association Adult and Pediatric (Child and Infant) CPR, AED and First Aid certifications or ability to obtain within six months of appointment. • If assigned to Aquatics, must possess American Red Cross Lifeguarding, Title 22 First Aid, and Water Safety Instructor certifications and ability to obtain Lifeguarding Instructor (LGI) and Title 22 Instructor certifications within six months of appointment.	
EXAMINATION PROCEDURES	
Applicants must receive a passing score on all examination components in order to be placed on the eligible list. Please note: There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.	
COMPONENT	WEIGHT
• Written Test: Qualifying test may include general knowledge of recreation and community services objectives, activities and programs.	QUALIFYING
• Technical Oral: Oral evaluation of technical writing exercise.	50%
• Oral Appraisal Interview: To evaluate experience, technical abilities, personal qualifications, communications skills, and suitability for the position.	50%

Equal Opportunity Employer

The City Of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of employment: Background/Reference Check upon a conditional job offer. Pre-placement medical evaluation including drug screen (select positions).

Note: E-Verify: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required at time of appointment. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to the Administrative Services Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, Women, Minorities & Disabled Encouraged to Apply.

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions in this bulletin may be modified or revoked without notice.