

# CITY OF VISALIA - CAREER OPPORTUNITY



## RECREATION COORDINATOR \$4,966 - \$6,243 MONTHLY

### WHAT WE DO?

The City of Visalia Recreation Division is part of the Parks and Recreation Department. The Recreation Division is comprised of seven full-time programming staff, two senior administrative assistants, and 133 part-time and seasonal team members. The Recreation Division manages four community centers used for programs, activities, sports leagues, and private rentals. Programming and management areas include sports leagues, all-ages enrichment, after-school programs, park and facility management, athletic sports field management, seasonal day camps, seasonal aquatics, and community special events.

### WHAT'S THE JOB?

The job of Recreation Coordinator is to design and lead activities to help people stay active, improve fitness and have fun. They research, develop, implement and evaluate community needs and address these needs through special events and enrichment opportunities. They will develop seasonal program plans and oversee the hiring and training of program staff and volunteers. The Recreation Coordinator will create, monitor, and maintain a variety of reports; including program budgets, facility usage, and program viability. They may also oversee the City's computer Clubhouse, including equipment and software upkeep and troubleshooting.

### WHAT WE ARE LOOKING FOR!

The ideal candidate must be a self-starter, who is customer service orientated with an eye for details to ensure completion of tasks at the highest level.

- Should have knowledge of operation of leagues, programs and classes.
- Experience in special event planning, facility operations, principles of supervision and training, basic account practices including creating a program plan and preparing financial reports.
- Must have strong verbal and written communication skills as they will be interacting with various community members, city staff, community-based organizations, and directly supervising staff and volunteers.
- Well organized, detail oriented, and have experience with Microsoft Office.



### DEPARTMENT MISSION

To improve the quality of life for the citizens of Visalia by providing exceptional parks, places, and programs and services at a good value to our taxpayers and customers and by preserving and protecting our City's natural resources.

### APPLY NOW

**Deadline: August 31, 2022 by 5pm**  
[www.visalia.city/careers](http://www.visalia.city/careers)







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AUGUST 31, 2022  
BY 5PM**

## ARE YOU A GOOD FIT?

You are a fit for us if you:

- Are passionate about the community, you want to make a difference and you enjoy helping others.
- Take initiative and are self-motivated, are always looking for the best way to get things done.
- Have patience, strong and active listening skills, are flexible and have a positive attitude!

## THE PERKS!

### Comprehensive Benefits & Compensation

- \$4,966 - \$6,243 monthly
- CalPERS Retirement Program
- Health, Dental, and Vision Insurance

### Support for Continuous Learning

- Tuition Reimbursement
- Continuous training and leadership opportunities

### Wellness & Engagement Culture

- Onsite City Health & Wellness Clinic - free of charge!
- Paid Holidays, Vacation, and Sick Leave
- City Organization Recognizing City Employees appreciation days/events
- Alternative transportation incentive

## WHY VISALIA?

The City of Visalia is comprised of a diverse group of people who believe in a philosophy of public service built on a foundation of shared values. We are a team committed to being responsive to citizens and providing quality services through integrity, teamwork, professionalism, and innovation. We are people who work together to reach our goals by maximizing individual growth and focusing on results.

**"CREATING COMMUNITY THROUGH  
PEOPLE, PARKS, AND PROGRAMS."**

THE CITY OF VISALIA IS AN EQUAL OPPORTUNITY EMPLOYER

[WWW.VISALIA.CITY/CAREERS](http://WWW.VISALIA.CITY/CAREERS)



## APPLY/QUESTIONS

[www.visalia.city/careers](http://www.visalia.city/careers)  
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