



4400 Jade St  
Capitola, California 95010  
Telephone: (831) 475-5935  
FAX: (831) 464-8659  
Website: [www.cityofcapitola.org](http://www.cityofcapitola.org)

## **EMPLOYMENT OPPORTUNITY**

### **PROGRAM COORDINATOR**

Salary: \$23.27 - \$26.94 per hour

Part-Time/Seasonal

OPEN UNTIL FILLED

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The Capitola Recreation Division provides seasonal programs to residents that live within the Soquel Unified Elementary School District and is committed to providing safe, affordable and fun recreational activities to support the health and well-being of residents. The Division operates an Afterschool program at New Brighton Middle School, Camp Capitola at Jade St Community Center, community events (Food Truck, Winter Movies, Family Camp) and spring and summer sport leagues. The Division is currently accepting applications for a Program Coordinator which is a Part-Time/Seasonal position not to exceed 960 hours in a calendar year.

#### **GENERAL PURPOSE**

Plans, organizes, and implements recreation programs under the supervision of the Capitola Recreation administration. A Program Coordinator will: train, schedule and supervise recreation staff; order and maintain equipment and supplies as related to the program; work with staff to plan, organize and implement activities; coordinate daily use and maintenance of utilized facilities; develop a weekly calendar of events; handle problems, complaints, and conflicts; complete all required paperwork; work closely with the Recreation Division's administration.

#### **REQUIRED QUALIFICATIONS**

- Any combination of education and/or background in recreational or educational programs
- Experience supervising staff and providing feedback for performance improvement
- Ability to understand and carry out oral and written directions
- Ability to implement COVID-19 protocols; which include health screening, face coverings, social distancing and sanitizing requirement.
- Ability to communicate effectively with children, parents, residents and provide direction for staff
- Ability to be flexible and adapt with changes in program
- Ability to follow the program guidelines and perform to standard
- A safe driving record as determined by the City's Personnel Department
- Perform effectively in situations requiring disciplinary or emergency action;
- All applicants must be fingerprinted.
- All employees must comply with the City of Capitola COVID-19 Vaccination Policy
- Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.

#### **DESIRABLE QUALIFICATIONS**

- Ability to design and implement recreation programs
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills

- Possess a valid California driver's license.
- Current Basic First Aid and C.P.R. certification or ability to obtain
- Training or experience in working with children with special needs.

### **SALARY/WORK SCHEDULE**

The work schedule of a Program Coordinator will resemble the operating schedule of the program assigned. In general, this position is expected to work about 30 to 40 hours per week depending on program assigned.

### **APPLICATION PROCESS**

Applications can be submitted to Nikki Bryant LeBlond at [nbryant@ci.capitola.ca.us](mailto:nbryant@ci.capitola.ca.us) or the Recreation Department at the City of Capitola, 4400 Jade St, Capitola CA 95010. **Please include resume, application, supplemental questions and any copies of certifications.** An application may be obtained by going to the City's website at [www.cityofcapitola.org/cityadministration/page/capitola-job-applications](http://www.cityofcapitola.org/cityadministration/page/capitola-job-applications).

### **SUPPLEMENTAL QUESTIONS**

What experience do you have supervising staff, providing coaching and feedback?

The program will offer activities in a recreation tradition. What special skills do you have that would support program offerings.

What experience do you have designing programs for youth?

What experience do you have facilitating youth leadership?

### **NOTIFICATION**

If you have been selected for an interview for the position, you will be notified as soon as possible.

**Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.**



The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

**NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**