

## **CITY OF MALIBU**

### **Recreation Coordinator**

**Salary Range: \$62,339 - \$81,338 (plus excellent benefits)**

**Full-time Permanent Position (subject to probation)**

**Application Deadline: Friday, November 19, 2021 at 4:00 p.m.**



The Recreation Coordinator plans, coordinates, and oversees various City recreation programs, which may include aquatics, community classes, sports, day camps, special events, cultural arts, seniors, social media, and marketing.

The Community Services Department currently has two Recreation Coordinator vacancies. One vacancy is in the Senior Center and the second is in the Aquatics and Sports Section.

The Senior Center position will supervise the daily operations and programs of the Malibu Senior Center including contract classes, special events, excursions, and the Dial-A-Ride program. Additionally, the position will support Department staff with the Malibu Library Speaker Series and the Harry Barovsky Memorial Youth Commission.

The Aquatics and Sports position will oversee a variety of programs and leagues, including adult softball, aqua aerobics, swim lessons, swim team, youth and middle school sports, and water polo. Additionally, the position will support Department staff with special events and marketing, including creating flyers, advertisements, and content for the City's website and social media platforms.

Each position will hire, train, evaluate, and supervise several part-time staff under the direction of the Recreation Manager and Deputy Director.

Each position will be required to regularly work evenings and weekends to ensure that programs, special events, and leagues are operating effectively.

### **Ideal Candidate**

- Will be organized, detail-oriented, and have the ability to work within a tightknit team of recreation professionals
- Has a positive attitude and working knowledge of recreational principles, including the coordination, evaluation, and development of programs and special events are essential.
- Will have the ability to effectively manage their time, while providing excellent customer service to the public, dignitaries, commissioners, and fellow staff is critical

### **Minimum Qualifications Required**

Equivalent to an Associate's degree with major coursework in recreation, human services, physical education, or a related field. A Bachelor's degree in one of the above areas is highly desirable. Two (2) years of municipal recreation experience with a minimum of one year in a supervisory role. Must possess and maintain a valid California Class C Driver License and have a satisfactory driving record.

Applicants must submit a completed online City Employment Application and Resume by the filing deadline for candidate consideration. Applications will not be accepted after the filing deadline. Resumes are not accepted in lieu of a City Application. Visit [MalibuCity.org/jobs](https://www.MalibuCity.org/jobs) for more information about this position and to apply online.  
EOE/ADA

<https://www.MalibuCity.org/jobs>