
CITY OF WEST HOLLYWOOD RECREATION COORDINATOR

Recreation Services Division

\$7,017 – \$8,966 monthly with benefits

The City of West Hollywood offers a positive environment that embraces diverse backgrounds, encourages creativity and innovation, and rewards dedication to our most important goal – responding to the unique needs of our diverse community. Located in the center of one of the world’s greatest concentrations of creative arts and entertainment districts, West Hollywood has 36,237 citizens and is 1.9 square miles. The City is exciting and dynamic with issues and policies on the cutting edge of municipal government in California and the nation.



THE OPPORTUNITY

The City’s Recreation Services Division provides an array of services for the West Hollywood community and oversees a variety of recreation programs for youth, adults and senior citizens. The Recreation Team will be expanding its services and program lineup as the city’s largest park, West Hollywood Park, is currently undergoing construction and improvements to create more open space and build a new 21st century park facility which will include a four-level, 75,000 square foot Aquatic and Recreation Center. Under the direction of the Recreation Services Manager and Recreation Supervisor, the Recreation Coordinator is responsible for coordinating recreation programming for the Teen Center, Farmers Market, iTennis, Summer Camp, Youth Sports and special events.

IDEAL CANDIDATE

The ideal candidate will have current or recent **hands-on experience coordinating recreation programs and events**. A **demonstrated track record budgeting for programs and facility costs** are essential for success in this position. This position will interact with the public such as community groups, organizations and all levels of staff, including executive-level staff and City Council. Therefore, **excellent interpersonal skills, customer service and effective coordination skills** are required. The ideal candidate will have experience in **training, coaching and mentoring staff** and will have the **ability to lead a team**. Applicants with **direct recreation management software experience** such as **ACTIVE Net** and **Class** is preferred. *Please note, this position’s work schedule may include holidays, evenings and weekends.*

MINIMUM QUALIFICATIONS REQUIRED

Bachelor’s degree from an accredited four-year college or university in a related field; and, three to four years of progressively responsible related experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** Valid California Driver’s License.



Deadline to submit application materials: September 19, 2018 at 5:00pm

Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view additional job information please visit www.weho.org/community/employment. If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.

