



# City of Milpitas

## Announces a job opportunity for Program Coordinator

**Working Title:** Youth & Teen Program Coordinator  
**Annual Salary Range:** \$62,656 - \$82,474  
**Final Filing Date:** **Wednesday, February 5, 2014**

### About the Position

The Youth & Teen Program Coordinator is a journey level position in the recreation services series. The Youth & Teen Program Coordinator will be responsible for coordinating, supervising, scheduling, training of all staff, budget preparation and monitoring, report writing and planning special events as it relates to Youth & Teen Programs. These programs include but are not limited to: After the Bell after school program (ATB), Summer Day Camps and the Youth Advisory Commission (meetings & events).

**Examples of Duties** - duties may include, but are not limited to, the following:

- Overseeing the operations of After the Bell program
  - creation and implementation of program curriculum
  - creation of program activity calendars
  - coordination with school site principals
  - communications with program participant parents/guardians
- Overseeing the operations of the Summer Day Camps
  - creation of program curriculum
  - creation of weekly activity calendars
  - scheduling of weekly field trips
  - processing of invoices and request for payments
  - communication with program participant parents/guardians
- Supervise part-time staff
  - implementation of interview & hiring process
  - training
  - scheduling
  - overall management
- Youth Advisory Commission Liaison
  - prepare agendas & minutes
  - advise and assist with planned events

### Knowledge and Abilities

The candidate would have knowledge of and ability to:

- Procedures for implementing a variety of Recreation Services activities and programs.
- Program content for Recreation Services activities.
- Recreation and social needs of the community.
- Coordinate, organize, and implement recreation activities and specialized events.
- Prepare and distribute publicity concerning new or on-going recreational offerings.
- Supervise, train and evaluate part-time employees and volunteers.
- Understand community needs in a variety of Recreation Services areas.
- Identify methods to maximize service effectiveness and efficiency.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with public groups, agencies, school officials, the media and others contacted in the course of work.

### Minimum Qualifications

**Experience:** Two years of full-time experience or equivalent in the participation of a Recreation Services program and/or activity.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation or a closely related field.

**License:**

- Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.
- Certification in CPR and First Aid from the American Red Cross within 90 days of appointment.

**Special Requirements**

*Essential duties require the following physical abilities and work environment:*

General office environment; sit and/or stand for long periods of time, repetitive keyboarding; reach squat, lift, and carry up to 15 pounds; some assignments may require an evening and weekend work schedule.

**Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

**To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

**Salary and Benefits**

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range \$62,656 - \$82,474 annually.

The City provides an excellent array of benefits that includes the following:

- Contributory Retirement Plan – New Hire Employee pays 7% employee PERS contribution and 12.9% towards employer PERS contribution.
- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, depending on the individual's eligibility.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick – 12 days per year
- Holidays – 13 days per year
- Health Insurance – Multiple plans
- Dental and Vision – City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - Voluntary
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

455 E. Calaveras Blvd., Milpitas CA 95035-5411

PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

