



4400 Jade St
Capitola, California 95010
Telephone: (831) 475-5935
Website: www.cityofcapitola.org

EMPLOYMENT OPPORTUNITY

ASSISTANT PROGRAM COORDINATOR

Salary: \$21.81 - \$25.25 per hour

Full-Time/Seasonal

OPEN UNTILL FILLED

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 an Assistant Program Coordinator which is a Part-Time/Seasonal position not to exceed 960 hours in a calendar year.

GENERAL PURPOSE

In collaboration with the Program Coordinator, an Assistant Program Coordinator will assist in planning and implementation of recreation programs under the supervision of the Capitola Recreation administration. The Assistant Program Coordinator will assist in scheduling and supervision of Leaders and assist in coordination of daily activities and field trips. The Assistant Coordinator will directly supervise the Junior Leader program and create valuable enrichment education and opportunities for leadership while assisting with activities.

REQUIRED QUALIFICATIONS

- Any combination of education and/or background in recreational or educational programs for children and teenagers
- Experience in designing and implementing relevant activities and workshops that provide work-training experience
- Must be 18 years of age or older
- Experience in working in a Recreation environment
- Be a role model and provide leadership for Leaders and Junior Leaders
- Ability to understand and carry out oral and written directions
- Ability to communicate effectively with the youth, parents, residents and recreation staff
- 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

- Current Basic First Aid and C.P.R. certification or ability to obtain
- Possess a valid California driver's license.
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills.

SALARY/WORK SCHEDULE

The work schedule of an Assistant 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 DEADLINE

Applications can be submitted to Renee DeMar at rdemar@ci.capitola.ca.us or the Recreation Division 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/jobs

SUPPLEMENTAL QUESTIONS

What experience do you have working with teens in leadership programs?

Please tell us about any special skills that relate to our program offerings.

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.