

County of Santa Cruz

INVITES YOU TO APPLY FOR:



RECREATION COORDINATOR

Bilingual (English/Spanish) Candidates
Encouraged to Apply

Supplemental Questionnaire Required

Open and Promotional

Job # 25-GT5-01

Salary: \$5,909 – 7,471 / Month

Closing Date: Friday, January 2, 2026

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under direction, plans, promotes, implements, coordinates and supervises the daily activities of a variety of Parks, Open Space and Cultural Services (POSCS) programs, may include but not limited to: outdoor recreation and educational programs (including seasonal camps), contracted classes and supervises the work of recreation program staff; schedules a variety POSCS programs throughout the county; and performs employee performance evaluations as required. The Recreation Coordinator will be responsible for developing and implementing our county-wide outdoor education program and contracted services. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Completion of college with major coursework in recreation or related field and one year of experience coordinating or supervising recreation program activities or special events.

OR

Three (3) years of experience coordinating or supervising recreation program activities or special events.

Human Resources Department, 701 Ocean Street, Suite 510, Santa Cruz, CA 95061

Apply online at: www.santacruzcountyjobs.com

EQUAL OPPORTUNITY EMPLOYER



Special Requirements: License/Certificate: Possession of a valid California class C driver license.

American Red Cross Community First Aid and Safety Instructor Certificate may be required within the first year of employment for some positions. Possession of a valid first aid certificate, as prescribed by law, and adult, child, infant, and two-person Cardiopulmonary Resuscitation (CPR) certificates within six (6) months of employment.

Knowledge: Working knowledge of the practices and techniques of developing, organizing and supervising recreational activities; safety and emergency procedures and first aid; the methods and techniques of publicity and promotion; the principles and practices of supervision and training; communication skills and techniques; and specific program assignment (may be required). Some knowledge of monitoring and preparing budgets.

Ability to: Plan, organize, implement, and evaluate a variety of recreation programs and special events; plan, assign, direct, train, motivate and evaluate the work of subordinate staff; establish and maintain effective relationships with those contacted in the course of work; recommend, interpret, explain and enforce program policies and procedures; communicate effectively both orally and in writing; prepare reports and correspondence; analyze and prepare grant proposals, contracts and budgets; learn to input and access information on a computer; travel to and perform duties at variety of outdoor and indoor recreation sites; and lift 25 pounds.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

This position requires fingerprinting and/or background investigation.

RECREATION COORDINATOR - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your education, formal training, qualifications, and/or certifications that you possess as related to this position.
2. Describe your experience in youth outdoor education programs. Please include your approach and history in creating engaging, inclusive activities/programs for participants of different ages, interests, and abilities under both areas.
3. Provide detailed examples of your experience working with other contractors and class development/offerings, or partners, to enhance the quality and scope of recreational programs and services.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE -3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

LIVE Here

WORK Here

PLAY Here