



J O B D E S C R I P T I O N

POSITION: COORDINATOR

WAGE:

COORDINATOR - Activity Specialist II

\$13.10 - \$13.71 - \$14.34 - \$15.01 - \$15.71 - \$16.44 - \$17.22 PER HOUR

SENIOR COORDINATOR - Activity Specialist III

\$14.31 - \$14.98 - \$15.67 - \$16.41 - \$17.18 - \$17.99 - \$18.84 PER HOUR

JOB DESCRIPTION

The Coordinator is responsible for providing the highest quality of guest service to all visitors. The Coordinator will be responsible for administrative duties and assist at various City facilities, as assigned. In addition, the Coordinator will monitor facility rentals and support the special events. This is potentially a year around part time position.

EXAMPLES OF DUTIES (This is a general description of duties and is not all-inclusive)

- Provide excellent customer service while performing assigned duties and have strong telephone and follow up skills
- Maintain a high degree of confidentiality in performing all aspects of assigned duties
- Process financial transactions and maintain accurate accounting records
- Communicate facility/program features to potential clients/groups
- Complete all daily opening and closing tasks in a timely manner
- Assist in protecting and safeguarding all property assets
- Resolve guest/participant concerns as needed
- Attend training and staff meetings as assigned
- Supervise part-time employees in Supervisor's absence and update employees on schedules and other essential tasks
- Perform other duties as assigned

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by Recreation Supervisor or Assistant Recreation Supervisor

MINIMUM QUALIFICATIONS

- Must be a minimum of eighteen (18) years of age
- Must have high school diploma or GED equivalent and have one year college or volunteer / paid experience that would qualify the applicant to perform all duties
- Must have reliable transportation to and from job assignments
- Must possess strong organizational skills and be able to multi-task
- Must be able to establish and maintain productive relations with others
- Must be willing and able to work days, nights, weekends, holidays, and overtime as required
- Depending upon assignment, may need to possess Class C Driver's License

REQUIREMENTS FOR EMPLOYMENT

- Must be able to handle sensitive and/or stressful situations or information with tact, discretion and significant awareness of confidentiality
- Must effectively communicate with adults and children from a variety of cultural backgrounds
- Willingness to comply with suspected child abuse reporting (11166.5 PC)
- Employees are required to be certified in Adult/Child CPR & First Aid from American Red Cross, American Heart Association or supervisor approved equivalent. Employees must be certified within 30 days of hire date or prior to the first day of work, whichever occurs earlier.
- Fingerprinting and TB test are required
- Must submit verification of legal right to work in the United States as a condition of employment

SELECTION PROCESS

Qualified applications will be evaluated base upon related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Application evaluations may include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

APPLICATIONS MAY BE OBTAINED AT

City of Fremont, Recreation Services Division
3300 Capitol Avenue, Building B, Fremont, CA 94538
Or www.fremont.gov

For further information regarding this position, please call (510) 494-4347

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON ANY BASIS.**

The Recreation Services Division will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.