

PROGRAM COORDINATOR

THE POSITION

The City of San Fernando is seeking an experienced and responsible Recreation and Community Services Program Coordinator to plan, supervise and participate in staff activities. The Program Coordinator delivers recreational, cultural and community programs while complying with regulations and guidelines to oversee facility operations.

IMPORTANT & ESSENTIAL DUTIES

The duties, qualifications, and guidelines listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here:

SanFernando.Gov/Hiring-Now/#Job-Specs

- Plans, assigns, schedules and evaluates part-time staff while providing lead direction to full-time staff; develops and monitors work plans, supports budgeting and purchasing, and maintains records and reports.
- Participates in recruiting and selecting staff and contractors; supervises, evaluates and coaches employees; promotes a high-performance, customer service-focused work environment and enforces safety practices.
- Oversees program planning, implementation and evaluation; develops and adapts programs, manages logistics, delivers services, resolves participants issues and ensures program effectiveness.
- Collaborates with community partners and stakeholders, responds to inquiries and complaints, ensures safe operations, and coordinates special events and related logistics.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Knowledge Of:

- Principles and practices for planning, organization, and evaluating recreational, cultural and community programs.
- Knowledge of diverse community needs (youth through seniors, including special populations) and effective customer service, public relations and community outreach techniques.
- Understanding of applicable laws, regulations, safety practices (including CPR/first aid) and City policies and procedures governing programs and operations.
- Administrative and supervisory knowledge, including budgeting, personnel management, human resources policies and effective business communication.

Ability To:

- Plan, organize, implement and evaluate programs, events, facilities, and daily operations to ensure effectiveness and alignment with goals.
- Identify community needs and develop program goals and strategies to address recreational, cultural and service demands.
- Prepare clear, concise reports, correspondence and presentations, and communicate effectively orally and in writing.
- Build and maintain positive relationships with diverse communities, represent the City professionally, handle sensitive situations with tact, and comply with mandated reporting requirements.
- Analyze problems, research and interpret data, and recommend effective solutions and courses of action.

EXPERIENCE & TRAINING GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Experience:

- Three years of responsible experience in community service or recreation-related program development or implementation or an equivalent combination of training and experience.

Education:

- Graduation from high school or GED equivalent is required; at least 18 years of age.
- Graduation from an accredited four-year college or university with a major in recreation, physical education, human services, social services or a closely related field.

Licenses; Special Requirements:

- A valid California Class C Driver's License and ability to maintain insurability is highly desired.
- Valid current CPR and first-aid certificates are required.
- Ability to understand and speak Spanish is required for some assignments.

Physical Demands:

The position requires regular sitting, standing, talking hearing and walking; frequent use of hands to finger, handle and operate objects or tools, perform repetitive movements of hands and wrists. Frequently required to lift up to 25 lbs. unaided.

Mental Demands:

This position requires effective written and oral communication skills, basic math, learns and applies new skills; deals with changing deadlines, constant interruptions and multiple tasks; and frequent contact with customers and/or the public and dissatisfied/abusive individuals.

SALARY AND BENEFITS

Annual Salary: \$59,184 - \$73,308

Monthly Salary: \$4,932 - \$6,109

RETIREMENT California Public Employees Retirement System (CalPERS), 2%@55 formulas for classic members and 2%@62 for Classic members PEPRAs. All are integrated with Social Security.

INSURANCE Cafeteria Plan with monthly flex dollar allowance to apply towards offered medical, dental, and vision plans for employee and eligible dependents. City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase available, with no medical questions asked.

VACATION Ranges from 10 days (80 hours) to 20 days (160 hours) depending on years of service.

SICK LEAVE 12 days per year. Partial payment of unused accumulated sick leave (over 800 hours).

HOLIDAYS 13 days per year.

BILINGUAL PAY \$100 per month upon passing bilingual (Spanish language) exam.

FLEXIBLE SPENDING ACCOUNT Voluntary program available to help with out-of-pocket healthcare and dependent care expenses.

LONGEVITY PAY SFPEA members receive an additional 3% after 10 YOS; a total of 4% after 20 YOS; and a total of 5% after 30 YOS.

TUITION REIMBURSEMENT Up to \$3,000 per fiscal year for approved courses.

EDUCATION INCENTIVE 2% Above base salary for a bachelor's degree and additional 2% for master's degree in related field from an accredited institution.



HOW TO APPLY

DOWNLOAD AN APPLICATION

- Visit SanFernando.Gov/Hiring-Now
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



SUBMIT APPLICATION OR QUESTIONS TO

City of San Fernando Human Resources Division
117 Macneil Street, San Fernando, CA 91340
HumanResources@SanFernando.Gov | (818) 898-1221

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

POSTED: 4/14/26

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Administrative Services, Community Development, Recreation and Community Services, City Clerk and City Manager's Office departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



INVITES
APPLICATIONS
FOR

RECREATION & COMMUNITY SERVICES PROGRAM COORDINATOR

ANNUAL SALARY
\$59,184 – \$73,308

MONTHLY SALARY
\$4,932 – \$6,109

PLUS EXCELLENT BENEFITS

FILING DEADLINE

MAY 13, 2026 – 5PM
APPLY IMMEDIATELY