



**ONLY FOR CURRENT
RECREATION & PARK EMPLOYEES**

REASSIGNMENT ONLY

3286 Recreation Coordinator

**Filing Deadline: Friday, March 13, 2020
by 4:30 pm**

Location: Leisure Services; Cultural Arts

Salary: Current Salary

Appointment: Permanent Reassignment

Date Issued: Monday, March 9, 2020

**These positions are subject to budgetary
constraints**

General duties are consistent with the general duties of a 3286 Recreation Coordinator. For position specific duties and responsibilities, please contact the supervisor listed below. Interested applicants for reassignment will be required to participate in the selection process.

MINIMUM QUALIFICATIONS: Must be a Permanent Civil Service (PCS) status in Class 3286 Recreation Coordinator who have completed probationary period with San Francisco Recreation & Park Department

Information for current PCS employees about the positions and supervisor/manager contact is as follows:

LEISURE SERVICES

#	LOCATION	WORK SCHEDULE	SUPERVISOR	CONTACT
1	Extreme Sports Program Coordinator Sunset Recreation Center	Tuesday – Saturday 8:30 am to 5:30 pm (Occasional night and weekend work)	Greg Perieff	For questions about the position, please contact Larry McNesby at 415-218-6226 (cell)

DESIRABLE QUALIFICATIONS:

- Experience with BMX, Mountain Biking, Skateboarding
- Experience running day camps



CULTURAL ARTS

#	LOCATION	WORK SCHEDULE	SUPERVISOR	CONTACT
2	Performing Arts Coordinator Mission Art Center	Tuesday – Saturday 9:00 am – 6:00 pm (Flexibility to work evenings as needed)	Elena Norberg-Brown	415-517-1225 (cell)

DESIRABLE QUALIFICATIONS:

- 3+ years' experience in coordination of performing arts programming and summer camps
- 3+ years' experience in coordination of event stage production
- Bilingual Spanish
- CA Drivers License

APPLICATION PROCEDURE

Please provide the following by the deadline date, **Friday, March 13, 2020 – 4:30 p.m.:**

1. A current detailed resume
2. A letter of request indicating your choice(s) of reassignment and an explanation of how you meet the desirable qualifications for each of the assignments.

The above must be sent via e-mail attachment to: **eugenia.paw@sfgov.org**
Subject: 3286 Recreation Coordinator- REASSIGNMENT

NOTE:

- **PRIOR TO SUBMITTING** your reassignment application, applicants are expected to contact the supervisor directly with any questions about the assignment.
- Submit applications for reassignment **ONLY** for position(s) in which you have a **genuine** interest.

Applicants will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only those candidates most qualified will be invited for an interview. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview.

Policy of Nondiscrimination on the Basis of Disability and Equal Opportunity Statement

The Recreation and Park Department does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Persons with disabilities who might need accommodations during the application and selection process should contact Eugenia Paw (415) 831-6824; or in writing at the address listed on the job announcement as soon as possible after filing the application.

**Minorities, Women, and Persons with Disabilities are Encouraged to Apply
An Equal Opportunity Employer**