



The City of Solana Beach Invites Applications for

RECREATION PROGRAMS COORDINATOR





THE ROLE

The City of Solana Beach is looking for an enthusiastic and community-minded Recreation Programs Coordinator. In this dynamic role, you'll support the planning, coordination, and delivery of recreation activities, seasonal programs, and Citywide events while providing exceptional customer service and ensuring a safe, welcoming experiences for everyone involved.

If you're passionate about recreation, creativity, and making a positive impact, we encourage you to apply!

To view the full job description, visit: [Recreation Programs Coordinator Job Description](#).

THE DEPARTMENT

The Parks and Recreation Department is dedicated to enriching lives and strengthening our community by connecting people with the restorative power of nature, vibrant spaces to play and stay active, and meaningful opportunities to learn, create, and grow together. From youth programs that offer positive, enriching alternatives to idle time, to activities that support social connection, personal development, wellness, and the arts, our team works every day to make Solana Beach a thriving place for all.

QUALIFICATIONS

Education:

Equivalent to two years of college coursework in recreation or public administration, physical education or closely related field; A bachelor's degree in recreation or public administration, business administration or other related field is desirable.

Experience:

Two (2) years of work experience in a specialized area applicable to a municipal recreation program or closely related field. Up to two years of additional related work experience may be substituted for the college-level coursework.

One (1) year showing advancing supervisory and leadership skills in recreation and/or community services preferred.

THE CITY OF SOLANA BEACH

Incorporated in 1986, the City of Solana Beach is a General Law City with a Council-Manager form of government. The Solana Beach City Council consists of four members representing four separate Council Districts and a city-wide elected Mayor. Solana Beach is located along the northern coast of San Diego County and has 1.7 miles of coastline, covers 3.2 square miles and is about 95% built-out. The average winter temperature is 62 degrees and the summer average is 72. The City is bounded on the west by the Pacific Ocean, on the north by San Elijo Lagoon and the City of Encinitas, on the east by the unincorporated community of Rancho Santa Fe and by the 125 acre San Dieguito County Park, and on the south by the City of Del Mar (and the Del Mar Fairgrounds). Solana Beach has a population of approximately 13,000 and is home to many businesses including shops, restaurants, artisans, galleries and office/professionals.

TO BE CONSIDERED FOR THIS OPPORTUNITY

This recruitment is open through **Wednesday, August 12, 2026**. All applicants are required to submit an online City application and resume.

Please submit your application online here: [City of Solana Beach Career Page](#)

For questions regarding the recruitment process, please contact the Human Resources Department at jgonzalez@cityofsolanabeach.ca.gov.



KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Functions and services of municipal recreational activities.
- Operations, services, and activities of a community recreation program; recreation activities, games, sports, arts and crafts, special events, and equipment used for various activities.
- Recreation site management and oversight.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities for all ages and programs through community participation.
- Methods and techniques of First Aid and CPR.
- Principles and practices of basic public relations and customer service.
- Principles and procedures of recordkeeping, cash handling, and report preparation.

Ability to:

- Plan, oversee, coordinate, review, and evaluate recreation program operations and activities, as well as staff, contractors, and volunteers.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Recommend and implement goals and objectives for providing recreation programs and services.
- Work irregular hours including weekends and evenings.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions. Establish and maintain cooperative and effective relationships with school officials, neighborhood groups, councilmembers, businesses, and community organizations.
- Prepare reports, correspondence and publicity materials concerning new or ongoing recreation programs.

To view the full job description, visit: [Recreation Programs Coordinator Job Description](#).

ADDITIONAL REQUIREMENTS

- Pursuant to California Public Resources Code § 5164, a [Supplemental Questionnaire](#) must be completed, and signed by all applicants for positions involving supervisory or disciplinary authority over any minor. Please complete the entire questionnaire and submit it as an attachment to your application.
- Possession of, or ability to obtain, a valid First Aid and CPR certificate at time of appointment.
- Individuals assigned to work with students and/or children must provide proof of a tuberculosis (TB) test by date of hire.
- City of Solana Beach employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Physical Examination and Background Check:

Employment offers are conditional based upon the successful completion of a medical examination which includes drug and alcohol screening. Physicals are performed by the City's designated physician at the City's expense.

The applicant selected will be subject to a criminal history investigation through the California Department of Justice (DOJ) and a thorough background check. A waiver for reference and background information must be completed.

Possession of a Valid California Driver's License

Employees in classifications requiring possession of a valid California driver's license will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflect the driving record.

COMPENSATION & BENEFITS

The Recreation Programs Coordinator is a FLSA non-exempt position and a part of the Miscellaneous Employee Group.

- **Hourly:** \$29.86 - \$40.02
- **Biweekly:** \$2,388.80 to \$3,201.60

The City's benefits package includes:

- New CalPERS members will be enrolled under a 2% at 62 PERS retirement formula, and Classic members (as defined by CalPERS) will be enrolled under a 2% at 60 PERS retirement formula. Both formulas will be based on the employee's 3 year highest salary. The City does not participate in Social Security.
- The City will contribute \$1 for each \$1 contributed to a 457 Deferred Compensation Savings Plan by each employee, with an annual cap of \$2,000 per year. Employees must have an active 457 Savings Plan account with the City's provider.
- The City provides up to \$1,890 per month in a Cafeteria Health Plan, which allows employees to purchase a medical insurance plan through the California Public Employees Retirement System (CalPERS). Dental and Vision insurance plans are also available. Opt-out option is capped at \$475 per month.
- Section 125 Healthcare & Dependent Care Flexible Spending Account.
- City paid Long Term Disability (LTD) insurance.
- City paid Life Insurance is 1x annual salary.
- Vacation and sick leave provisions.
- Holidays: 13 full day holidays and 3 floating holidays per year
- City Hall closure from December 24th through January 1st
- Tuition Reimbursement: Up to \$2,000 per fiscal year
- Employees who successfully pass a bilingual performance examination may be eligible for bilingual pay of (\$100/month).

TENTATIVE RECRUITMENT SCHEDULE

Applicants who are selected will be invited to continue in the recruitment process, which consists of a panel interview of professional peers; followed by an interview with the hiring department.

Application closing date: Wednesday, August 12, 2026

Panel interview: Week of August 24, 2026

Department interviews: Week of August 31, 2026

Anticipated start date: End of September 2026

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Solana Beach does not discriminate on the basis of race, color, religious creed, physical or mental disability, medical condition, genetic information, marital status, veteran's status, sex, age, national origin or ancestry, or sexual orientation. If you feel you have a need for special testing arrangements due to a disability, please contact the Human Resources Department at (858) 720-2458. The provisions of this announcement do not constitute an expressed or implied contract. Provisions contained in this employment announcement may be modified or revoked without notice. All offers of employment are contingent upon the candidate successfully passing a pre-employment medical examination and drug screening as well as a criminal history investigation through the California Department of Justice.

