City of Exeter

Now Hiring!

RECREATION COORDINATOR

Full-time | FLSA Non-exempt | Union Represented

Salary: $3,792 - $4,609 per month

with excellent benefits!

Position Description:

This position plays an important role in developing, coordinating, and overseeing recreational programs, activities, and special events that enhance the quality of life for Exeter residents of all ages.





Key Duties:

- Plan, organize, coordinate, and evaluate youth and adult recreation programs, activities, and community special events.
- Coordinate the use of parks, schools, and other recreational facilities.
- Collaborate with community organizations, local agencies, and service groups.
- Promote recreation programs through community outreach and promotional materials.

Minimum Qualifications:

A combination of education, training, and experience that provides the required knowledge, skills, and abilities.
Typical qualifying backgrounds include:

- Associate's degree in Education, Child Development, Public Administration, or a related field, and one year of experience involving staff supervision OR
- High school diploma or GED and two years of increasingly responsible professional experience conducting organized recreation programs or activities.

Additional Requirements:

- Valid, appropriate California driver's license.
- CPR and First Aid certification, or ability to obtain within 30 days of hire.
- *Availability to work evenings, weekends, and certain holidays as required.*

Apply Online by November 30, 2026 at 4:00 PM

https://cityofexeter.com/category/employment-opportunities/

Questions ?

Contact HR:
fquintana@exetercityhall.com
(559)592-9244