



# Job Announcement

## Recreation Coordinator

Under general supervision, the Recreation Coordinator – Sports & Aquatics plans, schedules, organizes, implements, coordinates, and evaluates a comprehensive variety of youth and adult sports programs, aquatics programs, special events, and related activities. This position oversees pool operations, athletic programs, and associated facilities; supervises assigned staff and volunteers; ensures compliance with safety and health regulations; provides leadership during special events; and performs related duties as required.

### ESSENTIAL FUNCTIONS

Essential duties and responsibilities may include, but are not limited to, the following:

#### Program Development & Oversight

- Plan, organize, implement, and evaluate youth and adult sports programs, clinics, and camps.
- Develop and oversee aquatics programs including swim lessons, lap swim, recreational swim, aquatic fitness classes, and special aquatic events.
- Establish seasonal program offerings and monitor participation trends to meet community needs.

#### Aquatics & Facility Operations

- Oversee daily pool operations, including scheduling, safety protocols, and water quality compliance.
- Ensure compliance with all local, state, and federal health and safety regulations related to aquatic facilities. Seasonal only.
- Coordinate pool maintenance needs with maintenance staff and outside vendors.
- Monitor athletic field and gym usage and coordinate scheduling and facility needs.

#### Staff Supervision

- Recruit, hire, train, supervise, and evaluate part-time staff including lifeguards, swim instructors, scorekeepers, officials, and sports staff.
- Conduct required in-service trainings, safety drills, and staff meetings.
- Ensure proper certifications and staffing ratios are maintained at all times.

#### Budgeting & Administration

- Develop, monitor, and manage program budgets.
- Purchase appropriate equipment and supplies for programs.
- Maintain accurate records, reports, registrations, and incident documentation.
- Prepare program evaluations and statistical reports.

## Recreation Coordinator

### **Customer Service & Risk Management**

- Respond to participant concerns and resolve conflicts involving staff, participants, coaches, and spectators.
- Enforce safety rules, league regulations, and facility policies.
- Assist with district-wide special events as assigned.

### **ABILITY TO**

- Supervise, train, and direct the work of part-time staff.
- Communicate effectively, both verbally and in writing.
- Work cooperatively and harmoniously with coworkers, the public, and partner agencies.
- Demonstrate professionalism, patience, and courtesy when interacting with participants and the public.
- Handle sensitive or stressful situations calmly and effectively. Make sound decisions in emergency and high-pressure situations.

### **GENERAL RESPONSIBILITIES**

Compiles with Wasco Recreation and Park District Occupational Injury & Illness Prevention Program. Reports safety and sanitary hazards to the District Manager.

Follow and understand oral and written instructions and schedules; work harmoniously and cooperatively with fellow employees and the public; maintain neat and appropriate appearance; effectively communicate orally and in writing; work independently with minimal supervision; analyze situations and adopt effective courses of action; perform physically demanding work in varying outdoor weather conditions.

Make presentations, oral reports, submit written reports; work early morning hours; work late afternoon/evening hours, weekends, and holidays as required.

Works harmoniously and cooperatively with fellow employees and the public.

Performs heavy physical labor, lift, carry, push and pull heavy objects, such as athletic equipment, pool equipment, (up to 50 lbs.) Walk, stand, stoop and crouch for long periods; climb ladders, dig and post holes.

Greets public, cooperates with other departments and provides information to public or directs them to the district office.

## Recreation Coordinator

### **QUALIFICATIONS**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying.

- Bachelor's Degree from an accredited college or university is preferred.
- Two (2) years of experience in recreation programming with emphasis in sports and/or aquatics is highly desirable.
- Experience supervising staff in a recreation, sports, or aquatic environment is preferred.
- Proficiency in computer applications and database systems used for recreation program administration, including managing participant registrations, player information, and program logistics.

### **LICENSES & CERTIFICATIONS**

- Possession of a valid California Driver's License.
- Current CPR/AED and First Aid Certification.
- Must be fingerprinted and pass a background investigation.

### **WORKING CONDITIONS**

This position may require irregular hours, including evenings, weekends, and holidays. Work is primarily performed outdoors and may involve prolonged standing, walking, and exposure to varying weather conditions.

### **COMPENSATION**

Salary Range is \$43,200 - \$56,160 per year, DOE. Benefits include medical, dental, vision, life insurance, retirement program, paid vacation, sick leave, holidays and professional development opportunities.

### **STATUS**

Full-time; Non-Exempt

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. The incumbent may be required to follow any other instructions, and to perform any other related duties.

Wasco Recreation and Park District is an Equal Opportunity Employer. Applicants will be considered on the basis of their qualifications without regard to race, color, national origin, ancestry, sex, religion, age, mental or physical disability, veteran status, medical condition, marital status, genetic information, sexual orientation or pregnancy.