North Highlands
Recreation and Park District
Recreation Coordinator Job Description

DESCRIPTION
Under general supervision, the Recreation Coordinator – Sports & Aquatics plans, schedules, organizes, implements, coordinates, and evaluates a comprehensive variety of youth and adult sports programs, gym rentals, aquatics programs, swim lessons, 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.

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.

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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.

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.

LICENSES & CERTIFICATIONS

- Possession of a valid California Driver's License.
- Current CPR/AED and First Aid Certification.
- Lifeguard Certification (American Red Cross or equivalent) preferred or ability to obtain within six months.
- Negative TB results within one year.
- 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 indoors but may involve prolonged standing, walking, and exposure to varying weather conditions.

Revised: February 2026