



**Jurupa Area Recreation and Park District
Recreation Coordinator**

Job Description:

Job Title: Recreation Coordinator
Department: Recreation
Reports To: Recreation Supervisor
FLSA Status: Non-Exempt
Approved By: Board of Directors
Approved Date: July 1, 2026
Pay Range: \$27.89 - \$33.83 / Hourly

SUMMARY

Recreation Coordinator is a full-time position playing a pivotal role in bringing our community together and overseeing various events and programs within our Recreation Department, including sports, special events, and after-school programs, allowing you to work with individuals of all ages. While supporting our Recreation Supervisor, this role will include assisting with interviewing and hiring new talent, training employees, assigning job tasks, evaluating performance, and addressing staff issues and complaints as they arise. In addition, working with contracted services, you are expected to negotiate contracts for better fees and schedules. From sports leagues and fitness classes to cultural arts and special events, the ideal candidate will leverage their program planning expertise and strong interpersonal skills to create a thriving recreational environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Development & Delivery:

- Assist in planning, coordinating, organizing, promoting, and executing various recreation programs, including music, dance, art, sports, social events, and games.
- Adapt programs to meet the needs of our communities' diverse populations, inclusive of all ages and groups.
- Negotiates with contract services for fees and schedules and evaluates such for effectiveness.
- Development and execution of new programming and events.

Essential Office Duties:

- Assisting in answering phones and providing information.
- Written correspondence, filing, making copies.
- Utilize district software to assist with class and program registration, processing facility reservations, paperwork, and payments, and maintaining program schedules.
- Prepare and maintain various records, files, and reports to document the community's effectiveness and acceptance of programs and events.
- Creates, designs, and distributes flyers and promotional materials for programs and events.
- General knowledge of computer software, such as Microsoft Word, Outlook, PowerPoint, Excel, etc.

Public Interaction & Support:

- Answer questions and provide information about District Programs and Events.
- Lead activities according to schedules and registration requirements.
- Organize, officiate, and instruct activities for all ages. (sports, games, crafts).
- Monitors spectators and participants at sporting and special events to maintain and enforce safety rules and ensure orderly conduct, ensuring a safe and fun environment at various District parks and facilities.
- Interprets recreation service to the public and participates in community meetings and organizational planning.



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Leadership & Support:

- Provides guidance and acts in a lead capacity to those in subordinate positions.
- Training of subordinates as it relates to assignments.

Equipment and Inventory Management:

- Identify and report equipment hazards or replacement needs.
- Operate necessary equipment for activities.
- Assist in ordering, receiving, storing, and purchasing supplies to maintain an adequate inventory for program needs.

Professional Development:

- Attending and completing applicable online/in-person training sessions and orientations.
- Demonstrate a willingness to learn and take on new tasks.

Additional Notes:

- Regular and timely attendance is mandatory.
- Scheduled work hours may include weekends, evenings, and holidays.

Who you are:

- Professional, enthusiastic, and passionate about working with people of all ages.
- Patient and kind, especially with children.
- Organized and detail-oriented.
- Clear communicator with strong interpersonal skills.
- A team player willing to help, lead, and mentor wherever needed.

Other duties may be assigned.

PRE-EMPLOYMENT QUALIFICATIONS

As a responsible employer, we prioritize creating a safe and positive work environment for everyone. To confirm your suitability for this position, all candidates are required to undergo and comply with the following:

- Live Scan Fingerprint background check for criminal history verification.
- Pre-employment functional capacity test to assess your ability to perform essential duties.
- Pre-employment drug screen for the presence of controlled substances.

Completing these screenings successfully is a mandatory step in the pre-employment process.

SUPERVISORY RESPONSIBILITIES

- Directly supervises employees in the recreation department.
- Carries out supervisory responsibilities by the organization's policies and applicable laws.

Responsibilities include Interviewing, recommending new hires, and training employees; planning, assigning, scheduling, appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below represent the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Basic objectives, methods, and techniques of planning recreation activities.
- Arts and Crafts, indoor and outdoor games, and activities.
- How to provide basic homework help for kindergarten – 6th grade.
- The operation of essential office equipment.
- Basic first aid and safe work practices.



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Ability to:

- Assist with planning and organizing various recreation programs and events.
- Appear for work on time, be presentable, and in a clean uniform.
- Be a source of accurate information.
- Exercise sound judgment, courtesy, and tact.
- Must understand and follow directions given in writing, verbally, or through diagrams.
- Accept constructive criticism.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.

EDUCATION and EXPERIENCE

Desired Skills & Experience

- Two years of college or university and two years related experience or equivalent combination of education and experience.
- Two years of progressively responsible experience working with recreation programs and activities in a public agency setting and group recreation activity leadership.

LANGUAGE SKILLS

Strong Communication skills are essential for this role.

- Effectively interpret and apply information from various documents, including safety rules, operating instructions, and procedure manuals.
- Clearly and concisely write routine reports and professional correspondence.
- Confidently deliver presentations to audiences such as customers, employees, or organizations.
- Bilingual is a plus.

MATHEMATICAL SKILLS

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic math: algebra and geometry.

REASONING ABILITY

- Can identify conflicts and solve problems with clear steps and predictable outcomes using joint.

CERTIFICATES, LICENSES, REGISTRATIONS

Driver's License & Insurance:

- A valid California Driver's License or California Identification Card (or a School ID if applicable).
- Proof of valid vehicular insurance (if applicable)

First Aide/CPR Certification

- Current First Aid/CPR certification for infants, Children, and Adults is required.
- If you don't currently hold this certification, you will be required to obtain it within 60 days of the hire date

PHYSICAL DEMANDS

This section outlines the physical abilities needed to perform the essential duties of this role. Reasonable accommodation can be made to enable individuals with disabilities to perform these tasks.

Requirements:



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- **Use your hands:** This includes handling, feeling, and manipulating objects, along with reaching with your hands and arms.
- **Maintain various positions:** You will be expected to sit, stand, walk, grab, pull & push objects, stoop, kneel, crouch down, or jump.
- **Lift and carry objects:** Occasional lifting of up to 75 lbs. is required, with regular lifting of up to 50 lbs.
- **Vision/Hearing:** This includes close-up vision, distance vision, peripheral vision, depth perception, and the ability to focus. The individual must be able to identify signs of distress in various environments, using a combination of visual and auditory cues or alternative methods for awareness.
- **Maintain balance:** Climbing or balancing may be required for some tasks.

Please note: These are the typical physical demands of this job. If you have any questions or require accommodation, please do not hesitate to ask.

WORK ENVIRONMENT

This section describes the typical work environment for this position. Reasonable accommodations can be made to enable individuals with disabilities to perform these functions.

- **Outdoor work:** This role requires regular work outdoors, exposing you to various weather conditions, such as sun or rain.
- **Wet and unpredictable conditions:** Be prepared for frequent exposure to wet or humid environments.
- **Varied work areas:** Occasionally, you may need to work in high places, around fumes or airborne particles, in extreme heat, or with vibration.
- **Moderate noise level:** The noise level in the workplace is typically moderate.

Please note: These are general overviews. Feel free to inquire if you have any questions about the work environment.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- **Sun Protection:** Hat, Sunglasses, Sunscreen
- **Insect Repellent:** Especially during mosquito season or in park areas
- **Comfortable and weather-appropriate clothing:** Long sleeves and pants may be necessary for sun protection or protection from scratches and scrapes during outdoor activities.
- **Sturdy closed-toes shoes:** Provide good traction and protect feet from injuries.

Provided

- **Gloves:** For handling chemicals, sharp objects, or soiled equipment.
- **First-aid kit(s):** Be prepared to administer basic first aid.

BENEFITS

- **Medical Insurance** – monthly premium paid 100% by the district for the employee (optional spouse and family coverage available at employee expense)
- **Dental Insurance** – monthly premium paid 100% by the district for the employee (optional spouse and family coverage available at employee expense)
- **Vision Insurance** – monthly premium paid 100% by the district for the employee (optional spouse and family coverage available at employee expense)
- **Life Insurance for \$25,000** - monthly premium paid 100% by the district for the employee (optional spouse and family coverage available at employee expense)
- **California Public Retirement System (CalPERS)** – membership determined by CalPERS criteria.
- **Sick Leave** – accrues each pay period, based on 80 hours worked per bi-weekly pay period, for 12 days per year.
- **Vacation Leave** – accrues each pay period, based on 80 hours worked per bi-weekly pay period as follows:
 - 0 – 4 years 10 days
 - 5 - 9 years 15 days
 - 10+ years 20 days
- **Optional 9/80 work schedule** after completion of probationary period.



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- Telephone stipend of \$40 per month.

Please note: This is a general job description, and specific duties and requirements may vary depending on the employer and the park or recreation facility.