Highlands Recreation District
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www.highlandsrec.ca.gov
"A Community Place to Learn, Grow & Play"

POSITION DESCRIPTION

Job Title: Recreation Coordinator
Classification Title: Hourly, Non-Exempt
Status: Full-time Non-Exempt
Department: Other
Supervisor: General Manager
Primary Location: Administrative Office

The Highlands Recreation District operates under the Community Services District law pursuant to the government code 61000 et seq, for the purpose of providing recreational services within the District. Services are provided under the leadership and direction of an elected Board of Directors. The Highlands Recreation District maintains facilities including the Recreation Center, Early Education Center, After School Center, Tennis Courts, Pool, and Playgrounds in addition to a variety of programs, services, and annual special events.

Mission

The Highlands Recreation District provides beneficial and enriching programs and services to its patrons and a place to create and promote health, well-being, and community.

Job Summary

The Recreation Coordinator supports the planning, organization, supervision, delivery, and evaluation of District recreation, sports, active adult (senior), and enrichment programs occurring at various district and local recreation facilities including district-wide special events and promoting district marketing/multimedia communications. The position collaborates across departments to produce the District's seasonal activity guides, manage social media content, develop promotional materials, and assist with logistical planning for community events. The Recreation Coordinator manages district facility rentals and supervision in support of the community and recreational needs. The position reports to, and receives general supervision from, the General Manager.

- **Program Development**: Identify community needs and design engaging programs such as day camps, after-school activities, sports leagues, and senior programs.
- **Staff Leadership**: Recruit, train, schedule, and supervise seasonal, part-time, and volunteer staff, as well as activity instructors.
- **Facility Rental and Special Events:** Manage and schedule facility rentals with community partners, non-profit and/or commercial groups**.**
- **Budgeting & Procurement**: Manage activity funds, purchase equipment and supplies, process participant fees, and track expenditures.
- **Safety & Compliance**: Enforce venue safety regulations, ensure equipment is well-maintained, and maintain current CPR/First Aid certifications.

- **Marketing & Outreach**: Promote events by designing flyers, writing press releases, and coordinating with local community groups.

Essential Functions and Tasks

- Prepares daily, weekly and seasonal schedules of events and activities
- Coordinate the planning, scheduling, and implementation of recreation and active adult (senior), youth programs, classes, and camps, sports tournaments, and holiday events.
- events, including vendor coordination, supply acquisition, partner/volunteer alignment, staffing needs, schedules, and day-of operations.
- Monitor program and event supplies; prepare purchase requests, gather quotes, and track expenditures for assigned program areas.
- Collect, track, and maintain program and rental data including attendance, participation metrics, evaluations, trends, and community demand indicators, preparing reports as needed.
- Develop new program ideas, events, and community engagement opportunities based on community needs, trends, feedback, and District goals.
- Serve as the primary contact for contracted seasonal instructors, ensuring agreements, certifications, insurance, and required documentation are current and compliant.
- Support instructors, contractors, seasonal and rental staff, rental clients, and community partners by providing accurate information, resolving routine issues, and escalating complex concerns to supervisors as appropriate.
- Conducts informational meetings with staff, and volunteers concerning policies, procedures, rules and regulations related to their specific assigned activities
- Requires responsibility for analyzing community and group recreational needs, in selecting and adapting programs to meet those needs, in procuring the materials and resources necessary for implementing recreation programs, and in making the most effective use of the facilities and staff.
- Manage the District's multimedia and promotional materials, including seasonal activity guides, flyers, graphics, videos, banners, and digital content, websites, outdoor kiosks, brochures and fliers; prepare press releases, news articles for community papers, and other marketing materials. Gathers program information, drafting descriptions, coordinating layout and design, ensuring brand consistency, and managing both physical and digital distribution, to promote district events and ensure consistent messaging across all departments.
- Manages the rental of district facilities by processing requests, preparing permits, coordinating schedules, communicating requirements to renters, ensuring renter agreements and supporting documents are up to date, and scheduling building attendants.
- Interface with local Highlands community groups and partners regarding facility rental requests, ensuring alignment with District policies and community priorities.

- Maintain recreation, facility**,** and aquatics rental scheduling calendars, ensuring accurate facility use, timely updates, and prompt resolution of scheduling conflicts.
- Assist with the development of annual budget for Seasonal and Rental Departments and monitor Seasonal and Rental budget line items throughout the year to support responsible financial stewardship.
- Perform other related duties as assigned that support the effective coordination of recreation programs, facility and aquatics rentals, communications, and district-wide events.

Knowledge, Skills, and Abilities (KSA's)

- Proven skills to supervise, direct and coordinate the work of staff; coordinate and oversee recreation registration process, usage of assigned recreational facilities.
- Proven experience in effective working relationships with independent contractors, renters, program participants, rental groups, and community stakeholders,
- Knowledge of recreation, sports, active adult and youth programming and needs of community.
- Knowledge of marketing, communications, social media, and publication development, including branding and layout.
- Knowledge and skills in planning programs, vendor coordination, and on-site operation and managing multiple projects and deadlines.
- Knowledge and skills in creating clear, engaging digital and print materials and social media content.
- Skill in customer service, public communication, and building positive relationships.
- Skill in using scheduling tools, social media platforms, design software, and Microsoft
- Ability to work independently, exercise sound judgment, and represent the District professionally in written, visual, and public-facing communications.

Required Qualifications

- Associate's degree in recreation, communications, marketing, public administration, or a related field; or an equivalent combination of education and experience.
- Two years of experience coordinating recreation programs, facility rentals, events, communications, or closely related community services.
- Two years of experience supervising staff, contractors, and program volunteers.
- Experience coordinating with community groups, vendors, contractors, or program instructors.
- Proficiency with design and content-creation software (e.g., Canva, Adobe).

Preferred Qualifications

- Bachelor's degree in recreation, marketing, communications, public administration, or a related field.

- Three years' experience leading recreational activities, performing recreational support services, and/or recreational facility operations, planning or coordinating community events, seasonal programs, or facility rentals.
- Three years of experience supervising staff, contractors, and program volunteers.
- Experience producing activity guides, newsletters, or other multi-page publications.
- Familiarity with social media analytics, engagement strategies, and community outreach methods.

Physical Demands and Work Environment

The position primarily works in an indoor office environment with standard office equipment (e.g., computers, phones, printers). The physical demands of this position are described below.

1. Sitting, walking, twisting, bending, climbing, pulling, pushing, squatting, crawling, kneeling, balancing, reaching, and coordination (eye, hand, foot).
2. Working at a computer for extended periods of time.
3. Fall (slip, trip) Conditions that result in falls (impacts) from height or traditional walking and playing surfaces.
4. Lifting and carrying, often 10-25lbs.
5. Hearing and speaking to exchange information in person or on the telephone.
6. Visual acuity to read and prepare documents, operate office equipment, and manage computer systems.
7. Noise levels generally low to moderate but may increase during events or peak activity times.
8. Heat illness/temperature extremes that result in heat stress, exhaustion, or metabolic slowdown such as hypothermia as a result of occasionally working outdoors during special events or programs, depending on organizational needs.

Minimum Hourly or Salary: $26.00 - Maximum Hourly Salary: $33.50

- This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.
- In general, the position works on a schedule based on the business needs and may require early morning, evening, and weekend work.
- May work up to, but not in excess of 40 hours per week (among all concurrent positions).

Benefits

This position is employed through the Highlands Recreation District which offers employees of this classification to receive medical, dental, vision insurance, health and dependent care saving accounts, paid sick and vacation time, paid holidays, and Simple IRA (if employee makes more than $5,000 in a year) and 457 retirement plans with District match, and employee discounts in accordance with Highlands Recreation District Employee Handbook.

Equal Opportunity/Affirmative Action

The Highlands Recreation District is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, genetic information, marital status, pregnancy, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or protected veteran status consistent with applicable federal and state laws.

Reasonable accommodation will be provided for applicants with disabilities who self-disclose.

Required Staff Training
Prior and during hiring process, all employees are required to complete the following compliance online training sessions through Paylocity. Employees will be enrolled in the training soon after their appointment is processed and will be notified via email from the HR department.

- Job Health and Safety Trainings
- Injury and Illness Prevention Program - one time course
- Discrimination and Harassment – required every two years.
- Mandatory Reporter – required every two years.

Background Check and Fingerprinting
Employees are required to undergo and complete a successful background check that includes verification of employment and education, as well as a check of criminal records for employment. Candidates for positions where the employee will come in regular contact with minors will be required to be fingerprinted. This policy includes emergency hires and may also be applicable to volunteers depending on the work they will be doing.

In some cases, a background check will include a Department of Motor Vehicles check, as well as a check of licenses and certificates when applicable.

California Child Abuse and Neglect Reporting Act
All childcare workers are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth by the Department of Social Services, Child Care Licensing.