



**Pleasant Hill Recreation & Park District  
Aquatics Program Coordinator  
JOB ANNOUNCEMENT**

Pleasant Hill Recreation & Park District is pleased to announce an opening for a full-time *Aquatics Coordinator* position, for immediate hire.

**POSITION SUMMARY**

Under the direction of the Aquatics & Sports Manager, the primary role of the Aquatics Coordinator is to plan, organize and coordinate the implementation of aquatics programs, events and activities to serve the Pleasant Hill community. For a full list of essential duties and responsibilities, please view the [full job description](#).

**Job Type:** In-person position, Full-Time/Exempt

**Salary:** \$5,781-\$7,098/month

Annual salary adjustment opportunities for employees who meet annual performance targets

**Benefits:**

Pleasant Hill Recreation & Park District offers an attractive salary compensation and a robust benefits package in a professional, fun, and inclusive environment. View full benefit package here:

<https://bit.ly/DistrictBenefits>

**Work Schedule**

The Aquatics Program Coordinator is required to work varied hours including early morning, evening and weekend programs, activities and events as needed or scheduled. This position will spend approximately half of its time in direct program supervision on the pool deck and may include operational activities such as lifeguarding and class instruction.

**IDEAL CANDIDATE**

The ideal candidate has the ability to inspire, motivate, and help aquatics participants, staff and volunteers to implement their own ideas, uphold their responsibilities, and encourage them to reach their fullest potential. The top candidate will be approachable, innovative, patient, and possess a natural talent and aptitude for working with the public. A healthy sense of humor and positive attitude are always welcome additional attributes.

**Desired Qualifications**

*The top candidate will have the ability to:*

- Develop and implement a variety of aquatics programs for all ages
- Provide strong leadership and direction to staff and volunteers

- Develop a fun, welcoming and inclusive environment for aquatics participants
- Implement creative and innovative ideas with pragmatism and within program budget
- Communicate and collaborate effectively with participants, co-workers, and community members
- Balance mentorship, daily tasks, and supervisory responsibilities
- Provide effective conflict resolution and fair enforcement of appropriate rules of conduct
- Treat all with respect and equality.

## **Minimum Qualifications**

### **Education & Experience**

Bachelor's degree (B. A.) from four-year college or university in Recreation Administration, Physical Education or related fields and two years full-time or its equivalent of progressively responsible experience in the field of Recreation, Event Planning, or Leisure Services; or equivalent combination of education and experience. *Any combination of training and experience that would provide the required knowledge, skills, and abilities is considered qualifying.*

### **Licenses, Certificates and Special Requirements**

Valid California Driver's License with a good driving record; Must possess current certifications, and maintain throughout employment, in American Red Cross Lifeguard Training (including First Aid and CPR/AED for the Professional Rescuer) and Lifeguarding Instructor; Possession of or ability to obtain and maintain American Red Cross Title 22, Administering Emergency Oxygen and Water Safety Instructor (WSI) certifications and CPO or AFO within six months of hire.

### **Pre-Employment Conditions**

- Department of Justice fingerprint clearance
- Pre-Employment Physical
- Proof of negative TB test

## **APPLICATION PROCESS**

Submit resume, completed [District application](#) and copies of current Red Cross certifications to:

### **Korey Riley, Aquatics & Sports Manager**

Email to: [kriley@pleasanthillrec.com](mailto:kriley@pleasanthillrec.com)

Mail/In-Person: Pleasant Hill Recreation & Park District, 147 Gregory Lane, Pleasant Hill, CA 94523

The most qualified applicants, as determined by initial screening of applications, will be invited to participate in an interview process.

**Questions?** Contact Korey Riley at (925) 682-0896

**APPLICATION DEADLINE: February 25, 2024 at 5:00 pm**

## **EQUAL OPPORTUNITY EMPLOYER**

Pleasant Hill Recreation & Park District (PHRPD) is an Equal Opportunity Employer. It is the policy of PHRPD to provide equal employment opportunities for all qualified persons. All applicants will be

considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non-job-related factors.

### **REASONABLE ACCOMMODATIONS**

Pleasant Hill Recreation & Park District is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the applications or selection process may contact the Human Resources Department at 925-682-0896 in advance to make accommodation requests.

Learn more about Pleasant Hill Recreation & Park District at [www.pleasanthillrec.com](http://www.pleasanthillrec.com) or follow us on Facebook and Instagram **@pleasanthillrec**