

Benefits and Salary:
\$53,964 - \$65,652/yr DOE

- Medical, Dental and Vision
- Paid Life and AD&D Insurance
- Long Term Disability
- Oregon PERS Retirement
- Deferred Compensation Plans
- HRA VEBA Contributions
- Paid Vacation and Sick Leave
- 10 Paid Holidays/2 Personal Days

Minimum Qualifications:

- A High School Diploma or equivalency; Bachelor's Degree from an accredited college or university in the field of recreation and/or physical education is preferred;
- AND three years experience in managing and supervising recreation operations and developing and implementing recreational programs; management of aquatic operations will be given highest priority
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- Ability to obtain CPR/First Aid, Water Safety and Red Cross Lifeguard certifications within in six-months of hire
- Ability to obtain a Certified Pool Operator license within six-months of hire
- Must pass a criminal history background

Preferred Qualifications:

- Strong verbal and written communication skills
- Social media marketing
- Strong skills in public relations and communication
- Certified Pool Operator License
- Certified Parks and Recreation Professional Certification



Parks & Recreation

Recreation Coordinator

The City of Hermiston is on the hunt for a dynamic, visionary Recreation Coordinator who thrives on direct involvement and hands-on work. The department is known for its quality and creative recreation programs and the community relies on fresh perspectives and innovation to meet its demands. We're looking for someone who is not only approachable and grounded but also keenly responsive to our community's needs, capable of spearheading initiatives that encourage greater community engagement and meeting these demands for quality.

Candidates with a strong foundation in aquatics programming and management will be given special consideration, aligning with our commitment to enhance recreational offerings in this area.

The ideal candidate will be technologically savvy, meticulous, and possess outstanding communication skills, capable of fostering strong relationships with staff, volunteers, and various community groups. This role requires a knack for supervising part-time staff, making informed decisions, and innovative thinking to introduce novel recreation program concepts. Proficiency in social media marketing is highly desirable, adding value to our efforts to engage with the community through modern channels.

The full description of duties and application packet can be found on the City's website: <https://hermiston.gov/jobs>

Interested candidates must submit a City of Hermiston Employment Application and resume, including verifiable work experience to the City of Hermiston, 180 NE 2nd Street, Hermiston, OR 97838 or via email to: hr@hermiston.gov First review of applicants will be on Monday, May 4, 2026.



Position Description

Recreation Coordinator

Classification: Exempt

Department: Parks and Recreation

Salary Range: 36

Union: Non-union

General Statement of Responsibilities

Plans, implements, coordinates, and supervises recreational and aquatic activities for citizens of all ages.

Program Responsibilities

Develop and implement Special Event programs, and other special interest recreational programs, assists the Recreation Coordinator assigned to the management of the Aquatic Center during seasonal operations. Identify new opportunities to serve community recreation interests, plan activity and event logistics, coordinate implementation, manage budget and evaluate results. Other duties include, marketing, sponsorship development and other programs as assigned.

Supervision Received

Works under the general supervision of the Parks and Recreation Director and Recreation Manager who reviews work primarily on the basis of results attained.

Supervision Exercised

Supervision responsibilities include recruitment, hiring, supervision of staff as assigned, volunteers, officials, and participants in activities.

Examples of Duties - Essential Functions

The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.

1. Design and implement diverse recreational and aquatic programs and activities that meet the needs and interests of the community. Ensure programs are inclusive, accessible, and promote health, wellness, and community spirit.

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2. Assist in the management of the day-to-day operations of the Hermiston Family Aquatic Center, during seasonal operations. Including recruiting, training, supervising and evaluating staff. Organizing operations, scheduling and maintenance.
3. Coordinate scheduling of recreation facilities, including pools, gyms, parks, and playgrounds. Assist in oversight of these facilities to ensure they are safe and welcoming for all users.
4. Utilize various marketing channels to promote recreational programs and events effectively, engaging with the community to drive participation and support. Develop partnerships with local organizations and stakeholders to enhance program offerings.
5. Prepare and manage budgets for recreational programs, seek additional funding through grants, donations and sponsorships, and ensure efficient use of resources. Monitor expenditures and assess the financial success of programs.
6. Recruit, train, supervise, and evaluate staff and volunteers. Foster a collaborative team environment that encourages professional development and high performance.
7. Ensure all activities and facilities comply with relevant safety standards and regulations. Develop and implement risk management strategies to minimize hazards.
8. Conduct regular evaluations of recreation programs and services to gauge success and identify areas for improvement. Prepare and present reports on program outcomes, participation rates, and community impact.
9. Assist with additional tasks and responsibilities as needed to ensure smooth operations and adapt to changing priorities within the department.
10. Travel to off-site locations as needed for business purposes.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalency; A Bachelor's Degree from an accredited college or university in the field of recreation and/or physical education is preferred.
- AND three years' experience in managing and supervising recreation operations and developing and implementing recreational programs; management of aquatic operations is a plus public pool operations and developing and implementing recreational programs.
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required. CPR/First Aid, Red Cross instructor certification and Certified Pool Operator license within six months of hire is required. Certified Parks and Recreation

Professional certification is a plus. Water Safety Trainer Certification preferred. Bilingual in English/Spanish language is preferred.

Knowledge of: Demonstrated knowledge of facility management and implementing recreational activities and programs. Thorough knowledge of rules of effective English usage and grammar; safety rules and practices and scheduling of events, activities, and facilities.

Skills: Record keeping, communications, community and public relations, reports and information development and management. Proficient computer skills in Microsoft Office, web design and social media marketing.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with other employees, supervisors, the general public and maintain positive relationships with the youth and act as a role model; make presentations to civic groups and community groups to educate others about the purpose and function of a youth activities program; maintain records of expenditures, schedules, and youth participation. Handle the physical demands of a position of this nature unassisted, both indoor and outdoor.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

This position requires the ability to engage in frequent movement across diverse settings, including offices, outdoor parks, and recreational facilities, necessitating navigation across varied terrains and the stamina to stand or walk for prolonged periods. The role also demands manual dexterity for the handling, operation, and maintenance of various tools and equipment, alongside the physical capacity to lift and transport supplies and equipment weighing up to 50 pounds unassisted. Tasks may involve climbing, balancing, stooping, kneeling, crouching, or crawling, particularly during event setup and facility maintenance. Clear vision is essential for document review, activity monitoring, and the safe oversight of recreational spaces and equipment, while effective hearing and speaking abilities are crucial for communication with staff, participants, and the public.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position encompasses working within both standard office environments and varied outdoor settings, subjecting the individual to diverse weather conditions, including heat, cold, rain, and snow. In addition to environmental exposure, the role may encounter loud noise levels during events and activities, road hazards when traveling between program sites or event coordination. The position involves exposure to hazardous physical substances and fumes, such as those from pool chemicals or landscaping materials. Ensuring personal safety and the safety of participants in all working conditions is a critical component of this position.

Work Schedule: The job's nature often demands flexibility, with a need for availability during non-traditional hours, including evenings, weekends, and holidays, to meet the scheduling demands of recreational programs, facilities and events.