



City of Mountain View (CA) Recreation Coordinator

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|---------------------|-------------------------------------------------------------------------------------------------------------|------------------------|---------------------------|
| SALARY | \$3,451.07 - \$4,669.09 Biweekly \$7,477.32 - \$10,116.36 Monthly \$89,727.82 - \$121,396.34 Annually | LOCATION | Community Center |
| JOB TYPE | Full-Time | JOB NUMBER | 202400127 |
| DEPARTMENT | Community Services Department | DIVISION | Recreation |
| OPENING DATE | 04/02/2026 | CLOSING DATE | 4/16/2026 5:00 PM Pacific |
| FLSA | Non-Exempt | BARGAINING UNIT | EGL |

What's the Role and What You'll Do

We're looking for a reliable, attentive, and skilled professional to take on the role of Recreation Coordinator. You will join a fast-paced, dynamic team environment, providing recreation services within the Community Services Department. This position receives direction from the Senior Recreation Coordinator and/or Recreation Supervisor, and will exercise direct supervision over assigned hourly staff while building relationships throughout the organization. If you are looking to make a difference in the community, this position is for you! Recreation Coordinators may be assigned to one of the following program areas: Aquatics, Facility Reservations, Seniors, Teens, or Youth; as well as assist with Citywide special events. Review our detailed job description [here](#).

Aquatics: Working with the Senior Recreation Coordinator, this position oversees aquatic programs such as lap swim, recreation swim, swim lessons, aquatics special events and more. Programs are conducted year-round at Eagle Park Pool and the new Rengstorff Park Aquatics Center. The primary location for this role will be the state-of-the-art Rengstorff Park Aquatics Center. This position will also assist with Citywide special events.

What You'll Do:

- Supervise and support part-time staff, including lead staff, building a positive, accountable, and team-oriented work environment.
- Recruit, train, and evaluate staff, ensuring appropriate certifications, safety compliance, and strong customer service standards.
- Lead daily operations of assigned programs, ensuring smooth delivery and a high quality participant experience.
- Plan and implement seasonal and year-round programs, camps, and special events that serve a wide range of community needs.
- Manage program setup and registration in ActiveNet, ensuring accuracy and a seamless user experience.
- Maintain program and facility schedules and develop public-facing updates across multiple platforms.

- Monitor program performance and make adjustments to improve participation, efficiency, and service delivery.
- Manage inventory and purchasing of program supplies, equipment, and staff uniforms.

The Essentials

- Possession of, or ability to obtain, a valid California driver's license.
- Equivalent to a bachelor's degree from an accredited college or university with major work in recreation administration or a closely related field.
- If assigned to Aquatics: Must obtain Red Cross Lifeguard Certificate within six months of appointment and Lifeguard Instructor Certificate within one year of appointment.

Bonus Points:

- One year of community service program coordination experience.
- Knowledge and experience with ActiveNet software
- Bilingual Skills
- Possession of a Certified Park and Recreation Professional (CPRP) certificate

Are We a Match?

- You are passionate about the community and want to make a difference.
- You enjoy helping others and making everyone feel included.
- You are self-motivated and can work independently on multiple tasks at once.
- You have innovative, adaptive, and creative ideas when solving problems and implementing new goals.
- You have strong customer service skills and take initiative to help others out.
- You are patient, attentive, and responsive to the needs of the community members.
- You are detail-oriented and organized to keep track of multiple and varying processes.
- You have strong communication skills, both orally and in writing.
- You are hard-working, punctual, and have a desire to learn!

Apply Now

Submit your application and resume online at [GovernmentJobs.com](https://www.governmentjobs.com) or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. This recruitment will close at 5:00 p.m. PST on Thursday, April 16th.

Employer

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

<https://www.mountainview.gov/>

Recreation Coordinator Supplemental Questionnaire

***QUESTION 1**

Do you have equivalent to a bachelor's degree from an accredited college or university with major work in recreation administration or a closely related field?

Yes

No

***QUESTION 2**

Please describe your experience in any of the following program areas: Aquatics, Facility Reservations, Seniors, Teens, Youth, and/or Citywide Special Events.

***QUESTION 3**

The Community Services Department's mission is 'Building Community. Enriching Lives.' What does this mean to you, and how would you apply it in your work as a Recreation Coordinator?

* Required Question