



City of Mountain View (CA) Senior Recreation Coordinator

SALARY	\$3,810.17 - \$5,154.93 Biweekly \$8,255.37 - \$11,169.02 Monthly \$99,064.42 - \$134,028.18 Annually	LOCATION	Community Center
JOB TYPE	Full-Time	JOB NUMBER	202400145
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	EGLE

What's the Role and What You'll Do

We're looking for a highly motivated, reliable, and organized professional to join the Recreation Division within the Community Services Department as a Senior Recreation Coordinator. You will join a fast-paced, dynamic team environment, planning, organizing, and coordinating community service, cultural, environmental, or recreation programs. Primarily this position oversees aquatic programming at the newly built Rengstorff Park Aquatics Center and Eagle Park Pool. This position receives direction from a Recreation Supervisor and is responsible for supervising one full-time Recreation Coordinator and part-time staff. If you have a passion for creating positive recreational experiences while collaborating with a variety of community groups, this position is for you! Review our detailed job description [here](#).

What You'll Do:

- Lead and supervise a full-time Recreation Coordinator and a large team of part-time aquatics staff, building a positive, accountable, and high-performing team culture.
- Recruit, hire, train, and develop part-time staff to support year-round operations and peak summer programming.
- Plan and implement staff in-service trainings to ensure safety, consistency, and professional growth.
- Oversee daily aquatics operations, including pool scheduling, facility use, and customer service delivery.
- Manage key partnerships and agreements with aquatic user groups and coordinate pool and facility rental permits.
- Develop seasonal pool schedules to maximize access, efficiency, and community benefit.
- Monitor facility conditions and coordinate with maintenance staff to address operational, safety, and event needs.
- Oversee program registration systems, budgets, purchase requisitions, performance tracking, and prepare monthly reports.
- Lead marketing and communication efforts, including eNewsletters, Activity Guide content, and outreach through multiple platforms.
- Support citywide special events and serve on the planning committees.

The Essentials

- Two years of community service, cultural, recreation and/or environmental program coordination experience.
- Bachelor’s degree from an accredited college or university with major coursework in recreation administration or a closely related field.
- Must obtain Red Cross Lifeguard Certificate within six months of appointment and Lifeguard Instructor Certificate within one year of appointment.
- Possession of a Class C driver’s license.

Bonus Points:

- At least one year experience supervising part-time and/or full-time staff.
- Knowledge and experience with ActiveNet software.
- Possession of a Certified Park and Recreation Professional (CPRP) certificate.
- Bilingual Skills

Are We a Match?

- You are a community-oriented individual with strong customer service skills who strives to make a positive impact.
- You are a lifelong learner who is highly knowledgeable and experienced in the planning and delivery of community programs and you are an expert at facility management.
- You are a passionate recreation professional who understands the logistics of implementing and directing community services and recreation program activities.
- You are a self-motivated individual who takes initiative and is always looking for the best way to get things done.
- You are a highly organized multi-tasker who can work independently and prioritize tasks in a fast-paced environment.

Apply Now

Submit your application and resume online at 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 16, 2026.

Employer

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

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

Senior Recreation Coordinator Supplemental Questionnaire

***QUESTION 1**

How many years of community service, cultural, recreation and/or environmental program coordination experience do you have?

Under 1 year

- 1 - 2 years
- 2 - 3 years
- 3+ years

***QUESTION 2**

Do you possess a Bachelor's degree from an accredited college or university with major coursework in recreation administration or a closely related field?

- Yes
- No

***QUESTION 3**

Do you possess a Class C Driver's License?

- Yes
- No

*** Required Question**