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# Recreation Facilitator

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCV528** | **Community & Recreational Services** | **Recreation Facilitator** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$47,445.00 - $74,901.00** | **June 27, 2026** |

## GENERAL

The Recreation Facilitator plans and oversees of the operation and management of all Bernalillo County facilities, programs, and equipment. Oversees the supervision of staff, monitor activities to prevent accidents and maintain order. Performs regular safety inspections of facilities and equipment to reduce hazards to provide maximum safety to participants. Maintain equipment upkeep to ensure clean and efficient operation. Coordinates with coaches and staff to create schedules and schedule changes to accommodate facility availability, inclement weather, and other issues. Hire, train, schedule and supervise contractual employees for various programs.

## AQUATICS

The Recreation Facilitator coordinates the operation, safety, and administration of a year-round indoor municipal swimming pool, including staff support, aquatics programming, customer service, and maintenance coordination. This position helps ensure compliance with all regulatory standards while supporting seasonal aquatic facilities and facilitating high-quality, safe, and accessible aquatic services to the community.

## Job Description

## DUTIES AND RESPONSIBILITIES

- Plans, organizes, and facilitates recreational activities and programs to promote community engagement, wellness, and social interaction.

- Coordinates scheduling, ensures safe and inclusive participation, and maintains program materials and equipment.
- Assists in developing program guidelines, monitors activities for compliance with policies, and provides support to participants of all ages.

## FUNCTIONAL AREA

## AQUATICS

- Coordinates daily operations of indoor and seasonal aquatic facilities, helping ensure safety, cleanliness, accessibility, and operational efficiency.
- Monitors pool conditions, water chemistry, filtration systems, and related mechanical equipment to support compliance with regulatory and safety standards.
- Enforces pool rules, safety procedures, and emergency protocols; responds to emergencies and administers first aid/CPR as required.
- Conducts routine facility and safety inspections and maintains accurate logs and compliance documentation.
- Coordinates staff training needs, including in-service training, certification tracking, skills assessments, and mandatory lifeguard training requirements.
- Serves as a certified instructor for lifeguarding, First Aid, CPR, AED, and Oxygen Administration courses.
- Coordinates the Learn to Swim program and other aquatic programs, including participation tracking and program support.
- Coordinates pool schedules for recreational use, water aerobics, school use, rentals, special events, and other facility activities.
- Receives, records, balances, and delivers payment transactions in accordance with established procedures.
- Maintains records related to daily operations, certifications, program participation, facility usage, transactions, and compliance requirements.
- Coordinates purchase requisitions, obtains vendor quotes, and maintains related purchasing documentation.
- Coordinates with internal departments, staff, vendors, schools, community groups, and external partners to support aquatic services and programming.
- Supports consistency in safety, service, training, and operational standards across indoor and seasonal aquatic facilities.
- Any one position may not include all duties listed. However, the allocation of positions will be determined by the amount of time spent performing the essential duties listed above.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and***

***responsibilities.***

### SPORTS

- Coordinates with facilities, coaches and staff to create game schedules and schedule changes to accommodate, but not limited to facility availability, inclement weather, and other issues.
- Hires, trains, schedules, and supervises contractual employees for leagues and other various sports programs.
- Implements and coordinates official's seasonal training and professional development.
- Implements and coordinates seasonal coaches training for all sports and leagues.
- Recruits volunteer coaches, sports officials, gym supervisors, scorekeepers and facility staff for games and practices.
- Initiates and coordinates background checks on volunteer coaches and for all contractual staff.
- Promotes and coordinates sport program activities; prepare program event flyers, schedule of events, pamphlets and brochures.
- Designs, organizes, and distributes uniforms, trophies and awards for all respective sports programs.
- Networks and develops partnerships with other agencies to support and supplement all sports programs.
- Assists as liaison and affiliate for state and national sports associations.
- Creates, prepares, and updates sports league rules, regulations and procedures.
- Compiles and processes payroll data for all contractual sports league personnel.
- Coordinates purchase requisitions, secures quotes from vendors, and maintains records pertaining to daily transactions.
- Participates in the development and administration of assigned budget; forecast funds needed for staffing, equipment, materials and supplies; compile data and develop reports for budgetary forecasting.
- Will be required to work evenings and weekends.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

## MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Six (6) years of experience related to the position.

***Any equivalent combination of related education and/or experience may be considered for the above requirements.***

## AQUATICS

- High School Diploma or GED.
- Six (6) years of experience related to the position.
- Lifeguard Instructor certification.
- CPR/AED and First Aid certification.

***Any equivalent combination of related education and/or experience may be considered for the above requirements.***

## SUPPLEMENTAL INFORMATION

### PREFERENCE (AQUATICS)

- Certified Pool Operator (CPO)
- Certified Aquatic Facility Operator (AFO)

## SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Completion of required FEMA training(s) assigned to the position.
- Completion of mandatory supervisor training, if applicable.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.

## AQUATICS

- Employee must possess and maintain a valid pool and spa operation certification while employed in this position.

## SPORTS

- Employee must successfully obtain certification from the National Youth Sports Coaching Association within twelve (12) months of hire.

## WORKING CONDITIONS

- Flexible work hours are required.

- Work is done primarily alone and can be done with a select team at times.
- Work hazards or potential work hazards include exposure to dangerous emergency situations involving rescue, hazardous chemicals, and possible exposure to bodily fluids from persons with life-threatening diseases.

## AQUATICS

- Employee is outdoors 75% of time when assigned to outdoor pool; employee is outdoors 25% of time when assigned to inside pool.
- Indoor duties are performed in a temperature-controlled environment; however, worker is exposed to wet cement and mat surfaces while working. Outdoor surfaces include concrete, asphalt, ramps, stairs, wood decks, and ladder chairs.

## SPORTS

- Outdoor duties may expose worker to natural weather conditions. Outdoor duties are performed on surfaces that include concrete, asphalt, ramps, natural ground, gravel, and stairs that may be wet or dry.

## EQUIPMENT, TOOLS AND MATERIALS

### AQUATICS

- Employee handles writing utensils, various paperwork, files and reports in the documentation of statistical reports, daily pool chemistry logs, daily bank deposits, and ordinary office record keeping.
- Employee handles hazardous materials, including DE (possible cancer-causing particles), chlorine bleach, hydrochloric acid, sodium bisulfate, sodium thiosulfate, carbon dioxide gas, sodium bicarbonate, calcium chloride, muriatic acid, calcium hypochlorite, and other such pool chemicals.
- Employee utilizes a filter mask when handling some hazardous chemicals.
- Operates a county vehicle.

## SPORTS

- A variety of sports equipment may be used in performance of essential duties.
- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.