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Recreation Program Manager

JOB CODE	JOB FAMILY	PROFILE
JCM126	**Community & Recreational Services**	**Recreation Program Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**May 19, 2026**

The Recreation Program Manager (Aquatics) develops and administers comprehensive recreational service programs for surrounding communities through a designated recreational facility. Manages daily operations of the assigned division, including facility planning, community outreach, and recreation program development. Directs and oversees all activities of the County's ongoing aquatic programs. Implements and enforces environmental health and safety standards for aquatic facilities. Supervises full-time, part-time, and seasonal staff, including hiring, training, performance assessment, coaching, discipline, and termination.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs and manages all activities of the County's year-round aquatic programs.
- Implements and enforces environmental health and safety standards for pools.
- Selects, trains, and supervises permanent and seasonal staff.
- Develops and monitors the annual budget; plans purchasing needs; and creates facility maintenance and capital improvement plans.
- Establishes and oversees staff and facility sanitation and maintenance schedules.
- Develops and promotes swimming programs, policies, and procedures.
- Conducts ongoing water safety training and instructs staff in lifeguard techniques.

- Coordinates and oversees day-to-day facility operations.
- Maintains records and prepares reports on program participation, cash collection, and other administrative activities.
- Coordinates Bernalillo County's Ditch and Water Safety Program.
- Handles sensitive or confidential records, plans, documents, or decisions, and maintains confidentiality as required.
- ***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 work experience in recreation, community service program management, aquatic program administration or facility management.

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

SUPPLEMENTAL INFORMATION

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.
- Complete all FEMA training(s) assigned to this position.
- 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.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Performs essential duties both indoors and outdoors.
- Indoor work occurs in a temperature-controlled environment, with exposure to wet cement and mat surfaces. Outdoor surfaces include concrete, asphalt, ramps, stairs, wood decks, and ladder chairs.
- Potential hazards include exposure to emergency rescue situations, hazardous chemicals, and bodily fluids from individuals with life-threatening diseases.

EQUIPMENT, TOOLS, AND MATERIALS

- Handles writing utensils, paperwork, files, and reports related to statistical documentation, daily pool chemistry logs, bank deposits, and general office recordkeeping.
- Handles hazardous materials including diatomaceous earth (DE), chlorine bleach, hydrochloric acid, sodium bisulfate, sodium thiosulfate, carbon dioxide gas, sodium bicarbonate, calcium chloride, muriatic acid, calcium hypochlorite, and other pool chemicals.
- Utilizes a filter mask when handling certain hazardous chemicals.