

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: May 21, 2026

FROM: Madeline Dessert, General Manager

SUBJECT: Recreation Coordinator

BACKGROUND:

The Recreation Coordinator plays a vital role in developing, organizing, and managing community programs, events, and recreational activities that enhance recreational activities within the community. Responsibilities include coordinating programs, overseeing park and recreation facility use, managing event logistics, promoting community engagement, and supporting partnerships with local organizations. This position also assists with program planning, budgeting, scheduling, and ensuring activities are safe, accessible, and beneficial to the public. A Recreation Coordinator is needed to expand community services, increase participation in recreational opportunities, and ensure the successful operation of events and programs that strengthen community connections within Heber.

Management has struggled with turnover with the Rec Coordinator Position. Making proposed changes to the job description and salary scale may assist with retention.

ATTACHMENTS: Rec Coordinator Job Description with proposed changes.

Respectfully Submitted,
Madeline Dessert
General Manager

**HEBER PUBLIC UTILITY DISTRICT (HPUD)
PART TIME
RECREATION COORDINATOR**

Hourly Rate: \$17.00-\$25.00

(Dependent on Qualifications)

JOB SPECIFICATIONS

DEFINITION

This is a part-time, at-will, non-benefitted position. Hours are limited to 1,000 per year. Employees may be assigned to work year-round or seasonally and hours worked may vary significantly from week to week.

Under direction of the **Grants Manager** plans, promotes, implements, coordinates and supervises the activities of a variety of HPUD programs, including special events, recreation, therapeutic, senior activities, classes and facilities usage, schedules a variety of Parks, Open Space and Cultural Services (HPUD) programs throughout the District; and performs other work as required.

TYPICAL TASKS

- Assists with the delivery of Parks and Recreation programs, services, and special events, provides support to staff and contract instructors.
- Leads, conducts and oversees program activities including games, sports, crafts, dances, and other activities.
- Explains and enforces facility regulations, policies, and procedures; positively represents the HPUD in interactions with participants and the public.
- Assists with opening and closing facilities **including after hours**; assists with setting up and taking down furniture, materials, and equipment.
- Practices safe work methods and makes appropriate use of safety equipment as required; notifies supervisor of observed safety concerns, serious accidents or emergencies; may administer emergency first aid.
- Assists with registering participants in classes and sports programs and booking facilities for events; collects and processes fees; maintains files and records of transactions and schedules.
- Provides assistance to HPUD patrons and general public; answers questions regarding facility usage and program, activity, and event specifics; responds to requests for human services needs and refers patrons to appropriate resources.
- Plans, coordinates and implements the daily activities of HPUD

programs including facility usage, recreation, and special events; develops schedules of activities for assigned activities; evaluates existing and proposed programs, costs and facilities and makes recommendations for improvement, continued use and/or inclusion in recreation services.

- Develops and monitors assigned program budgets; prepares brochures, flyers, advertising and other publicity materials to promote recreation programs, special events and facility use.
- Monitors and updates the HPUD Social Media presence as outlined and defined in the HPUD Social Media Policy.
- Maintains and cleans Recreation Center before and after reservations.

EMPLOYMENT STANDARDS

Must be Bilingual:

English/Spanish

Working knowledge of:

- The practices and techniques of developing, organizing, and supervising recreational activities.
- Safety and emergency procedures and first aid.
- The methods and techniques of publicity and promotion.
- Communication skills and techniques.
- Specific program assignment (may be required).

Ability to:

- Plan, organize, implement, and evaluate a variety of recreation programs and special events.
- Establish and maintain effective relationships with those contacted in the course of work.
- Recommend, interpret, explain and enforce program policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare reports and correspondence.
- Learn to input and access information on a computer.
- Travel to and perform duties at variety of outdoor and indoor recreation sites.
- Lift 25 pounds.

Training and Experience:

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Completion of college with major coursework in recreation or related field **and** one year of experience coordinating or supervising recreation program activities or special events.

SPECIAL REQUIREMENTS:

License/Certificate:

Possession of a valid California class C driver license.

American Red Cross Community First Aid and Safety Instructor Certificate may be required within the first year of employment for some positions.

Possession of a valid first aid certificate, as prescribed by law, and adult, child, infant, and two person Cardiopulmonary Resuscitation (CPR) certificates within six months of employment.