

Job Title: Park and Recreation Coordinator

Location: Jefferson, Oregon

Organization: Jefferson Park and Recreation District

Position Type: Part-Time

Reports to: Park and Recreation Director

Position Summary:

The Park and Recreation Coordinator supports the daily operations of the Jefferson Park and Recreation District and serves as the manager of the seasonal swimming pool. This position plays a key role in organizing youth sports programs (grades K–8), maintaining facilities (including parks, gyms, and the pool), assisting with volunteer coordination, supporting event logistics and staffing, and leading all aspects of pool operations, including staff supervision, scheduling, and safety protocols. This role is ideal for a proactive, organized self-starter who thrives in a community-focused environment.

Key Responsibilities:

- Assist in daily department operations and general administrative support
- Manage the seasonal swimming pool operations, including staffing and maintenance
- Recruit, schedule, and communicate with volunteer coaches, and officials
- Take the lead on scheduling event supervisors and referees
- Assist with preparation and upkeep of athletic fields and gym spaces
- Organize, distribute, and inventory athletic gear and equipment
- Attend and assist in planning community events, practices, and games
- Represent the department at events and occasionally lead programming
- Fill in for the Director when needed

Qualifications:


- Experience in parks and recreation, youth programming, or a related field is preferred
- Experience in aquatics (e.g., lifeguarding, pool management, swim instruction) is strongly preferred
- Strong organizational and communication skills (written and verbal)


- Ability to lead, manage, and support staff and volunteers
- Experience in coordinating staff/ volunteers and event planning
- Basic facility maintenance and event setup knowledge is a plus
- Comfortable working outdoors and lifting 25+ lbs
- Lifeguarding for the Professional Rescuer certification through the Red Cross (must obtain within the first 60 days)
- Must be willing to work evenings and weekends (when appropriate)
- Must pass a background check

Schedule & Compensation:

- Pay range: \$30,000/ year 20-30 hours per week depending on the season
- Some flexibility available depending on the season and events
- Must be able to work evenings and weekends

Apply by 12:00 PM on June 6, 2025

 Send your **resume and cover letter** to: meagan.semanski@jefferson.k12.or.us

-  Interviews mid-June | Start Date: July 1, 2025