



Department: Recreation Amenities

Reports To: Recreation Manager

Status: Hourly, Non-Exempt

Pay: \$24

Hours: 40 per week

Last Updated: 5/25/26

GENERAL STATEMENT

The Recreation Program Coordinator is responsible for the planning, implementation, and daily operation of the adult and youth programs and events at the Pagosa Lakes Property Owners Association. This position supports the development, supervision, marketing, and promotion of recreation programs, events and activities for all ages.

SUPERVISION RECEIVED

Works under the direct supervision of the Recreation Manager.

SUPERVISION EXERCISED

Provides oversight to Sports Program Referees, Program Instructors, volunteers and other contracted services for both youth and adult programs and events.

WORK ENVIRONMENT

Work is performed primarily in an office setting with extended periods of sitting, standing, and frequent interruptions. The position requires driving a Pagosa Lakes vehicle to and from program locations. Duties may also occur outdoors in all weather conditions.

Physical requirements include:

- Regular sitting, standing, walking, talking, hearing, and reaching
- Repetitive motions such as typing
- Ability to lift/move up to 10 lbs regularly and up to 25 lbs occasionally
- Occasional stooping, kneeling, crouching, or crawling

ESSENTIAL FUNCTIONS

- Plans, implements and supervises youth and adult recreation programs
- Trains, schedules, supervises, and evaluates Recreation Program Instructors and volunteers
- Recruits, trains and schedules part-time staff for programs.
- Monitors program areas for compliance, cleanliness, and safety

- Ensures patron safety and maintains health and safety standards for all equipment, and facilities in relation to the programs and events.
- Responds to emergency situations and reports incidents within 24 hours
- Comply with budget requirements, assist in budget development
- Market and advertise programs and events through various media outlets and manage registration
- Evaluates programs and events on an ongoing basis using participation data and statistics to guide planning and marketing.
- Engages with the community to gather feedback and identify new program opportunities
- Updates program information and communication changes to the Recreation Manager and front desk staff.
- Requests and orders approved supplies and equipment; ensures proper care and maintenance
- Provide excellent customer service to program participants.
- Performs other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of principles and practices related to adult and youth sports and recreation program planning, instruction, and safety.
- Proficiency with Microsoft Office and social media platforms
- Knowledge of recreation equipment, program operations, and facility use
- Ability to exercise initiative, sound judgment, and effective decision-making
- Ability to plan, organize, assign, and review the work of staff, instructors, contractors and volunteers.
- Strong verbal and written communication skills
- Ability to work effectively with diverse populations and maintain positive working relationships with staff, participants, parents, and the public
- Ability to resolve conflict diplomatically and respond to customer needs and complaints professionally. Stay calm in stressful situations.
- Ability to work evenings, weekends and holidays
- Handle multiple tasks and learn new skills, recreation trends and technology.
- Provide excellent customer service.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Recreation, Physical Education, or a related field, plus a minimum of two (2) years of progressive experience in recreation program planning, including initiating and supervising youth and adult programs. A combination of education and experience that provides the required knowledge, skills, and abilities may be considered.

ACKNOWLEDGEMENT

I understand the description of this job and the essential functions listed above. I also understand that this description does not include all duties and responsibilities and that I may be assigned additional tasks by my supervisor.