



## **RECREATION COORDINATOR**

City of Diamond Bar, CA

\$5,200 - \$6,969/mo.

The City of Diamond Bar is seeking a highly motivated and customer service-oriented team member to serve

as a full-time Recreation Coordinator in the Parks and Recreation Department! This vacancy is assigned to the Diamond Bar Center assisting with the daily operation of the Diamond Bar Center, and the supervision and coordination of facility reservations of the Diamond Bar Center, Heritage Park Community Center, Pantera Park Activity Room, and picnic shelters.

The Recreation Coordinator, under general supervision, plans and organizes special events and recreation programs (includes facility reservations); trains part-time staff and volunteers; monitors classes and facility; coordinates daily activities at the facility; formulates rental contracts, assists in planning and monitoring private rentals, classes, and senior activities at the Diamond Bar Center. Maintains appropriate filing database to keep confidential information safe and secure. Reports quarterly insurance reports, schedules part-time staff to assist with event set-up and breakdown; and performs related duties as assigned. This position will work a 9/80 schedule Saturday - Wednesday with every other Saturday off. (Hours: Saturday 3 p.m. - 1 a.m., Sunday 2 p.m. - 12 a.m., Monday 9 a.m. - 7 p.m., Tuesday - Wednesday 8 a.m. - 6 p.m.) Exact hours may vary depending on scheduled events and programs. Some remote work days may be available.

Bachelor's degree in recreation, business administration, public administration or a closely related field. Three years of increasingly responsible recreation experience including budget, program planning, and administrative assignments. Lead or supervisory experience and/or facility reservations are highly desirable. Experience working in the hospitality industry is a plus. Must possess and maintain a valid class C California driver's license and an acceptable driving record throughout employment.

For a detailed job description and to apply online, visit our website at: [www.diamondbarca.gov](http://www.diamondbarca.gov).  
Apply by Sunday, July 6, 2025.