



P.O. Box 386, 555 Monroe Street, Coalinga, Calif. 93210

Tel: (559) 935-0727 Fax: (559) 935-1293

RECREATION SUPERVISOR

STARTING SALARY: \$41,278

LOCATION: Huron, CA

DATE: April 5, 2017

Our Motto: "We build healthy communities through people, parks, and program."

DEPARTMENT: Recreation

CATEGORY: Full Time

EXEMPT: Yes

BASIC FUNCTION: The Recreation Supervisor plans, organizes and directs a comprehensive community services program to meet the needs of the community in Huron, CA.

REPORTS TO: General Manager

SUPERVISES: Recreation Staff

LEVEL OF AUTHORITY: All work is performed under general direction.

QUALITY ASSURANCE: All employees are expected to provide outstanding customer service; serve the public and interact with co-workers and others in a positive, courteous, and professional manner; maintain a respectful attitude; and are responsible for the efficient and effective delivery of services. Supervisors will perform their supervisor duties to comply with district policies and state and federal personnel laws to create a cooperative, safe, respectful, and quality work environment.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties.

PLANNING

- Prepares goals and objectives for community based classes, programs and activities.
- Expands and provides new programs, classes and activities for the community.
- Develops procedures for initiating, supervising and evaluating activities.
- Coordinates with other units for the program registration and facility usage.
- Meets with community and neighborhood groups to formulate program ideas.

PERSONNEL

- Conducts orientation, training and appraisal of performance for subordinates.
- Recommends to division head action for potential or actual employee performance problems.
- Schedules job assignments for subordinates, part-time and other employees.

EVALUATION

- Conducts evaluation of programs, activities and subordinate employees.

FISCAL

- Maintains revenue and expense program budgets.
- Prepares and submits detailed unit budgets as required.

SAFETY

- Reports accidents & unsafe conditions as they occur.

SAFETY TRAINING REQUIRED

- CPR and First Aid

OTHER

- Assists department staff as required.
- Ensure proper maintenance and repair of their facility.
- Attends and participates in staff meetings and training sessions.
- Represents their department at management team meetings.
- Performs other related duties as assigned

QUALIFICATIONS:

Training and Experience: Graduation from an accredited four year college or university with a major in recreation or closely related field. Candidate must be bilingual in English and Spanish as the location for this position will be in Huron, CA.

A minimum of three years' experience is required in recreation with at least two years as recreation supervisor or coordinator. Additional experience may be substituted for degree requirement. Experience should include community programming, youth sports, special events, and community outreach. Aquatics experience desirable.

Knowledge of: Budgeting procedures and guidelines, computer operation, recreation planning, practice and supervision.

Must be able to: relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor.

Licenses or Certificates: Must possess a valid California driver's license and present DMV printout when applying.

Applicant's driving record must comply with District safety standards.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work activities may require working within an office environment and recreational environment. May include performance of recreation equipment set up and take down which would include lifting of tables, chairs and a variety of recreation equipment. Regularly required to communicate with participants, staff and outside agencies.

The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY:

Submit a District Application, which are due at 5:00 pm on Friday April 28, 2017.

- Mailing Address: CHRPD, PO BOX 386, Coalinga, CA 93210
- Hand Delivered during the business hours: 555 Monroe Street, Coalinga, CA 93210
- Email to: lgonzalez@chrpd.org

To obtain an Application and Job Description, visit the Coalinga-Huron Recreation and Park District

Website: <http://www.chrpd.org/employment-opportunities.html>

For further information contact Lisa Gonzalez/ General Manager at (559) 935-0727

