

HOW TO APPLY

Submit a District Application and
Resume to:

District Office

Carmichael Rec & Park District

5750 Grant Avenue

Carmichael, CA 95608-3744

View complete job description on
our website

Applications may also be downloaded
at our website:

www.carmichaelpark.com

The application deadline is:
November 13, 2017

The most qualified applicants meeting
the minimum qualifications will be
further considered to continue in the
recruitment process.

Candidates will be subject to
interview, and reference checks,
including DOJ fingerprint screening.

Successful candidate will be subject
to pre-employment physical
examination and drug screen
performed at the District's expense.
Failure on any part of the selection
process will result in disqualification
and exclusion.

SALARY & BENEFITS

- Monthly salary: \$4,445—\$5,403
- Holidays: 15 paid holidays per year
- Paid Vacation
- Paid Sick Leave
- Retirement: Sacramento County Employee's Retirement System and Federal Social Security System.
- Health insurance: District paid premium for employee and dependent coverage through the Sacramento County Employee Benefit Programs (Kaiser/Sutter/WHA)
- Dental insurance: District paid premium for employee & dependent coverage (Delta Dental).
- Vision: District paid vision for employee & dependent coverage through VSP; exception Kaiser, included in the health plan.
- Life insurance: The District paid premium for basic plan coverage for employee and dependents. Optional coverage available at the employee's expense. (Prudential)
- Deferred compensation: A 457 Plan is available at the employee's option and expense.

EMPLOYMENT OPPORTUNITY

RECREATION SUPERVISOR

Carmichael



RECREATION AND PARK DISTRICT

District Office
5750 Grant Avenue
Carmichael CA 95608-3779
Phone: (916) 485-5322
Fax: (916) 485-0805
www.carmichaelpark.com



Mission Statement

Mission: Satisfy the recreation needs of the community by providing a wide range of facilities and opportunities to enrich the quality of life.

THE DISTRICT

Carmichael Recreation and Park District is a dependent special district established October 29, 1945, located 15 miles northeast of Sacramento. The District population is approximately 52,000 and has a budget of approximately \$5.5 million for Fiscal Year 2017/2018. There are 13 park sites with a total of 178 acres, including 11 developed parks, a large community center located at a former high school, a botanical garden that is 58 years old, and a 17 acre nature area.

Creative solutions are being developed to address major repair and renovations needed throughout the District.

THE POSITION

Under general direction of the Recreation Services Manager, the Recreation Supervisor plans, promotes, and implements major functions of the recreation division while providing highly responsible and technical leadership in specialized programs, in accordance with District policies and procedures.

Will supervise staff including Recreation Coordinators and other assigned staff.

ESSENTIAL DUTIES

- Recruits, trains, supervises, schedules and evaluates regular part-time, part-time, volunteer and contractual staff.
- Plans, promotes and directs all youth and adult programs including but not limited to sports, summer day camps, after-school programs and preschool program.
- Prepares and monitors program budgets. Makes recommendations for generating revenue.
- Purchases program supplies and equipment in accordance with established guidelines and maintains control of equipment use.
- Advertises District programs through promotional avenues such as flyers, press releases, website and electronic media. Prepares publicity materials and makes presentations to community groups and schools to promote participation in activities.
- Observes and enforces District policies and procedures.
- Acts as a liaison to the public and communicates with customers to handle concerns and resolve situations.
- Develops and maintains working relationships with local community service groups including but not limited to senior clubs, local sports leagues and non-profit organizations.
- Coordinates and attends staff meetings and workshops.
- Requires flexible schedule and working unpredictable hours.
- Prepares and maintains a variety of records, reports and correspondence related to programs and facility usage.
- Other related duties may also be performed

KNOWLEDGE OF:

- Basic theories, principles, and practices in the field of recreation.
- Purchasing practices and procedures.
- Research and report writing methods and techniques.
- Basic principles of supervision and training.

SKILL IN:

- Developing and implementing recreation programs.
- Communications and public relations.
- Using a computer and District software applications.

ABILITY TO:

- Lead participants in a variety of activities.
- Supervise and lead part-time employees.
- Utilize volunteers effectively.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE/EDUCATION:

- Bachelor's Degree from an accredited college or university with major coursework in recreation or a specialized field related to recreation and/or (3) years of experience in the recreation field.

SPECIAL QUALIFICATION:

- Must be willing to obtain a valid California Class B Drivers License with passenger endorsement (if applicable), maintain a good driving record, and the ability to be covered by the District's vehicle insurance policy.