



Recreation Supervisor

EXEMPT

THE DISTRICT

Carmichael Recreation and Park District is a dependent special district established in 1945, located 15 miles northeast of Sacramento. The District population is approximately 42,408 and has a budget of approximately \$6.5+ million for Fiscal Year 24-25. There are 13 park sites, total of 178 acres, including 11 developed parks, a large community center, a botanical garden, community garden, and a 17 acre nature area.

JOIN OUR
TEAM

THE POSITION

Under general direction of the Recreation Services Manager, plans, promotes, and implements major functions of the recreation program. Supervises comprehensive public and voluntary recreation and community based programs which includes special events. Provide highly responsible and technical leadership in specialized program, in accordance with District policies and procedures and other duties as assigned.

ESSENTIAL DUTIES:

Develops, organizes, promotes, and supervises District community events (i.e. Summer Concert Series, Founders Day, Tree Lighting, Breakfast with the Bunny, July Red, White & Blue Celebration, etc.).

Develops, coordinates, and promotes special interest classes and programs for all ages (i.e. dance, tennis, soccer, first aid, etc.). Oversees independent contracted instructor agreements.

Oversees, recruits, trains and directs volunteers for the community garden, botanical garden, special events and other volunteer opportunities.

Recruits, hires, supervises, and trains recreation staff, including Building Monitors; determining workloads and schedules, implementing & interpreting policies and procedures, and effectively evaluating staff.

Prepares and monitors program budgets and makes recommendations for generating revenue.

Purchases and maintains control of program supplies and equipment .

Prepare and maintain written records and reports of program statistics and budgets.

Advertise and promotes District programs through print and social media, i.e. activity guide, websites, flyers, *Facebook*, *Instagram*, etc.

Prepare a variety of reports and other documents such as activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.

Provides input into the development of budgets, including staffing and materials; solicits sponsors.

Maintains partnerships with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other non-profit groups and provides necessary coordination of services.

Oversees the day-to-day operations, including janitorial work and rental usage, district usage and community programming of multiple facilities.



QUALIFICATIONS:

KNOWLEDGE OF:

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

SKILL IN:

- Developing and implementing special events.
- Basic budget theories and principals.
- Communications and public relations.
- Writing reports and promotional materials.
- Computer application related to work.
- Basic web and social media administration.

ABILITY TO:

- Lead participants in a variety of activities.
- Utilize volunteers effectively.
- Establish and maintain effective working relationships.
- Work flexible schedule for evenings, weekends, and holidays when special events/programs are scheduled.



EXPERIENCE/EDUCATION:

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

SPECIAL QUALIFICATION:

Possession of a valid California Class C License, a good driving record, and the ability to be covered by the District's vehicle insurance policy.

SALARY & BENEFITS:

Monthly salary: \$5,795 - \$7,044

Holidays: 16 paid holidays per year; 1 floating holiday

Paid Vacation: 12 days per year; increases based on years of service

Administrative Leave: 40 hours per year

Paid Sick Leave: 120 hours per year

Health/Dental/Vision Plan Insurance: District provides coverage for the employee and their dependents through the Sacramento County Employee Benefit Program.

Employee Assistance Program (EAP): Provided through CAPRI/Aetna.

Retirement: Sacramento County Employee's Retirement System and Federal Social Security System.

Life insurance: The District paid premium for basic plan coverage for employee and dependents. Optional coverage available at the employee's expense (Voya).

Deferred compensation: An optional 457 Plan is available for employees through Nationwide. District provides matching funds with the amount determined each fiscal year.

HOW TO APPLY:

Submit a District Application and resume to:
La Sierra Community Center
5325 Engle Rd, Suite 100
Carmichael, CA 95608-3744

OR Email hr@carmichaelpark.com

View and download application at www.carmichaelpark.com

APPLICATION DEADLINE: *July 22, 2024*

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 a post-offer preemployment 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.