



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

RECREATION SUPERVISOR

FILING INFORMATION:

The deadline for the first review of applications is on May 12, 2021 at 12:00 PM. Applicants are encouraged to apply early. Applicants that apply after the first review are not guaranteed to be considered for this recruitment. Applicants must submit a completed City of Los Alamitos employment application. Please call (562) 431-3538 for additional information, or visit www.cityoflosalamitos.org for employment application. Please submit all applications and resumes to: HResources@cityoflosalamitos.org

SALARY RANGE: \$5,622 to \$6,963 per month

POSITION:

Under general direction of the Director of Recreation & Community Services, the Recreation Supervisor will oversee and execute coordination and logistics of special events, youth and adult sports, teen programming, preschool programs, seasonal day camps, contract classes, staff scheduling as well as perform other related duties as assigned.

- This position is a full-time position working 40 hours per week with a varied schedule including evenings, weekends and selected holidays for City events or programs.

ESSENTIAL JOB FUNCTIONS:

Under the direction of the Recreation Director, the Recreation Supervisor is required to perform the following essential job functions:

- Participate in the development and implementation of Department goals, objectives, and policies
- Oversee adult and youth sports leagues
- Assist in planning, implementation, execution of Citywide special events
- Supervision/implementation of recreation programs and contract classes
- Responsible for marketing programs and events through implementation of current marketing trends
- Work with outside organizations to collaborate and partner on special projects and/or events
- Assist with the development of the annual Department budget
- Prepare staff schedule and assist with evaluations and staff training
- Perform or assist with special projects, grants, research, statistics, reports, and analysis as requested by the Director of Recreation & Community Services
- Perform other duties and responsibilities as required

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern principles and practices of recreation program development and administration
- Knowledge of methods and techniques of effective administrative report preparation and presentation
- Knowledge of principles and practices of budget preparation and administration
- Knowledge of principles of supervision, training and performance evaluation
- Ability to design, develop and implement recreation programs suited to the needs of the community
- Ability to elicit community and organizational support for recreation programs
- Ability to communicate clearly and concisely, both orally and in writing while promoting the values of the organization
- Establishing and maintaining effective working relationships with other Department staff, other City employees and the public.

DESIRABLE EXPERIENCE AND TRAINING:

- Graduation from an accredited college or university with major course work in recreation, public administration, or related field with (3) years of responsible experience in recreation program development and implementation.

SELECTION PROCEDURE:

- All applications will be reviewed by a City Screening Committee. Those candidates with the most relevant qualifications will be notified of a time and date for an oral interview to evaluate training, experience, and personal qualifications. Applicants must submit a completed City of Los Alamitos employment application. Please call (562) 431-3538 for additional information, or visit www.cityoflosalamitos.org for employment application. Please submit all applications and resumes to: HResources@cityoflosalamitos.org

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