



Conejo Recreation & Park District

HILLCREST CENTER 403 WEST HILLCREST DRIVE, THOUSAND OAKS, CALIFORNIA 91360-4223
PH: (805) 495-6471 FAX: (805) 497-3199 www.crpdp.org

EMPLOYMENT OPPORTUNITY

RECREATION SUPERVISOR – Hillcrest Center for the Arts

Open/Promotional (One full-time position)

Salary Range: (five steps) \$6,721 - \$8,401 per month

Final Filing Date: Friday, December 10, 2021, 5:00pm

Submit a cover letter and resume online with the application

Apply online: www.crpdp.org/hr (follow link on CalOpps)

Summary

Under general supervision, plans, organizes, directs, and supervises comprehensive public and voluntary recreation programs for a community area or facility and provides highly responsible and technical leadership in a specialized program, in accordance with District policies and procedures.

Essential Duties and Responsibilities

- Plans, organizes, develops, supervises, and coordinates the implementation of recreational programs and services for a specific community area, facility, or a District wide program.
- Establishes effective relationships and confers with community members, schools, advisory groups, and commercial concerns to coordinate, evaluate and formalize program proposals.
- Provides liaison between community residents and District administration.
- Prepares publicity materials and makes presentations to community groups and schools to promote participation in activities.
- Establishes and maintains facility use controls.
- Develops and administers unit budget and assists in Division budget preparation and recommends equipment acquisition.
- Schedules, supervises, trains, and evaluates subordinates and contract instructors.
- Prepares and maintains a variety of records, reports, and correspondence.
- Requisitions and maintains an inventory of recreational equipment, supplies and materials and monitors their use.
- Coordinates activities, finances, and meetings of a Community Advisory Council.
- Therapeutic unit: serves as lead for inclusion services; evaluates, develops and makes recommendations to implement inclusion services and programming for those with special needs based on research, trends and best practices; monitor their effectiveness; keep current, review, and analyze applicable laws and legislative issues and trends in the area of program assignment for implementation.

Other Duties and Responsibilities

- Drives to various sites to perform duties.
- Inspects activity areas and instructs athletic or recreation programs.
- Issues and monitors field or facility permits and specialized certifications.
- Participates in special events planning.
- May be required to transport participants or materials.
- Performs other related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

Education/Experience: Bachelor's Degree with major emphasis in Recreation; four (4) years full time experience in group recreational leadership, including supervisory and budgetary experience; or an equivalent combination of education and experience.

Language Ability: Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public.

Recreation Supervisor continued. . .

Math Ability: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to develop and monitor budgets. Ability to compile and interpret statistical information.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form.

Certificates and Licenses: California Driver's License, with ability to obtain Commercial Class C designation; First Aid and CPR certificate within 6 months. Recreation Therapist Certification (RTC) required for Therapeutics Unit. NYSCA Clinician Certificate desirable for Sports/Aquatics Unit. All positions working with children under 18 require fingerprint clearance

Supervisory Responsibilities: Directly supervises several employees including subordinate supervisory staff. Subordinate positions will vary depending on assigned Unit. Is responsible for the overall direction, coordination, and evaluation of these Units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is occasionally exposed to outdoor weather conditions. If assigned to the Sports/Aquatics or Therapeutics Unit the employee is regularly exposed to wet or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the environment is moderate to loud.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to lift up to 50 pounds and occasionally up to 100 pounds. Lifting requirements may vary according to assigned Unit. The vision requirements include ability to adjust focus and close vision.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION AND SELECTION PROCESS

Apply online at: www.crpdp.org/jobs (follow link to www.calopps.org, Member Agency: Conejo Recreation & Park District)

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **A cover letter and resume must be submitted with the fully completed application. Resumes will not be accepted in lieu of a completed application.** Applications must be submitted online by the filing deadline.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interviews: Job related appraisal interviews will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interviews, the top candidates will be invited to a staff interview.

All applicants will receive a response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. This posting may close at any time without advance notice.

Position subject to pre-employment physical