



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

SENIOR SERVICES SUPERVISOR

EXEMPT-FULL TIME + BENEFITS

Under general direction of the General Manager, oversees Senior Adult Center, Home Meal Delivery, and Congregate Nutrition programs. The supervisor is responsible in the development, planning, promotion, and delivery of revenue generating recreation programs and services to the community and responsible for the daily routine operations, supervising the programs staff.

SALARY RANGE

Hiring Range: Hourly: Step 1 \$24.49 to Step 3 \$27.00
Annual Equivalent \$50,939 to \$ 56,160

HOW TO APPLY

APPLICATION DEADLINE EXTENDED: Friday, June 23, 2017

If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 405 Galaxy Ave, Bakersfield, CA, 93308:

- Employment Application, Resume, Supplemental Questionnaire, and a DMV print out. (Resume's not accepted in place of a District Application)
- Current Employees: Submit an Employee Job Interest form or an updated application and provide training and experience related to this position, and, the Supplemental Questionnaire and DMV print out, if not already on file with the Personnel Office.

Visit www.norfun.org, to download a District Application or the Job Interest form, or contact the Personnel Office at (661) 392-2000.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT

An offer of employment will be contingent upon the following:

- A background investigation including a fingerprint clearance through the Department of Justice
- A post offer medical exam and a Drug Screen
- Verification of your identity and citizenship or legal right to work in the United States
- A valid California Driver's License.

NORTH OF THE RIVER RECREATION AND PARK DISTRICT MISSION STATEMENT

To provide recreation programs and facilities for the benefit of the North of the River community.

ABOUT NORTH OF THE RIVER RECREATION AND PARK DISTRICT

The District plans, organizes and conducts a wide variety of park and recreation programs within the designated District boundaries. The District has a population of 136,000 residents, and encompasses five school districts. Included within our service boundaries are 24 developed facilities. Over 200 classes/programs are offered each year for public participation. Programs are conducted for all ages including infants through senior citizens. NOR conducts a wide range of after school programs for the school districts within NOR boundaries. Three District gymnasiums/recreation centers and three school gymnasiums are programmed on a joint use basis with school districts. Children's services programs are provided through a Community Learning Center and two parent preschool co-ops. Grant funds provide for a large senior program including two nutrition/program centers, senior and handicapped transportation programs, and home delivery of meals.

Creating Family Fun...For More Than 50 Years!

In 2016, North of the River Recreation and Park District celebrated its 60th anniversary.

ABOUT THE POSITION

QUALIFICATIONS: Equivalent to graduation from an accredited college or university with a Bachelor's degree in Recreation or closely related field; 3 years experience working with Senior Adults desired with at least two years in a supervisory capacity. Additional experience may be substituted for degree requirement. Experience should demonstrate the ability to train and supervise people. Must possess a valid California driver's license and driving record must comply with District safety standards. Must possess ServSafe certification or must be able to obtain within one year of appointment. Knowledge of public recreation principles and methods; budgeting procedures; personnel practices and supervision; recreation planning and general community center daily operations; recreational and social and cultural needs of all age groups; public speaking and conducting presentations; computer programs including Microsoft Word, Excel, Access, and Outlook; and fundraising planning and coordinating. Ability to lead and coordinate a recreation activity; maintain program costs within budget; communicate effectively both orally and in writing; establish effective working relationships; and to exercise sound judgment within District policy. Relate well to customers, community businesses, volunteers, instructors and staff; supervise

volunteers; coordinate multiple activities; host special activities; conduct presentations; prepare spreadsheets and reports; to operate an automobile and provide own transportation (mileage will be reimbursed); read a map to find locations; occasional evenings and weekends dependent upon program needs. 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.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Office environment within a Community Center to include sitting and/or standing for long periods of time, working on a computer, and operating standard office equipment. This position may be required to set up and take down of recreation equipment, lifting tables and chairs, carrying objects weighing up to 50 pounds and may include nights, weekends and/or holidays. Commutes by automobile to client homes and/or other agencies/locations for meetings, and delivers meals, lifting up to 25 pounds as needed. This position regularly communicates 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.

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. They are descriptive, not limiting.

- Develop, schedule and prepare programs, rentals, activities and special events and monitor and evaluate programs.
- Prepare and recommend annual budget, including individual programs, centers and staffing needs; review revenue and expenditure reports regularly; recommend purchases of supplies and equipment and maintain inventory; prepare and submit reports as required by NOR and/or grant programs; and follow District and grant guidelines for site management.
- Recruit, train, schedule and evaluate program staff; coordinate their daily activities; and reports on potential or actual employee performance problems and recommends any disciplinary action.
- Prepare and maintain records, files, and correspondence.
- Responsible for facility needs and maintenance and set up or take down tables and chairs.
- Interact with various age groups, organizations, funders and recreation users and respond to emergencies, inquiries, requests and needs of staff, participants, and the public; work closely with the Senior Adult Alliance; seek community partnerships, business and individual sponsorship, volunteers and grant opportunities; and plan, coordinate, and conduct presentations.
- Operate a computer and utilizes Microsoft Office software.
- Report accidents and unsafe conditions as they occur.
- Must maintain required training designated for position; attend, participate and/or conduct meetings and training and represent their area at management team meetings.
- Assist other District staff as necessary or requested and performs related duties as assigned.

BENEFITS

- ◆ **PAID TIME OFF** – Vacation, Sick and Holidays.
- ◆ **MEDICAL INSURANCE** - Provided to employees with an option to add eligible dependents at an additional cost.
- ◆ **DENTAL AND VISION INSURANCE** - The District provides coverage for both employees and eligible dependents at no cost.
- ◆ **CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CAL-PERS)**
- ◆ **GROUP LIFE INSURANCE** - \$10,000 group life insurance policy
- ◆ **TRAVEL INSURANCE** - \$100,000 group travel accident policy
- ◆ **DISABILITY INSURANCE** – Short Term Disability (STD) and Long Term Disability (LTD) insurance plans.
- ◆ **WORK-LIFE BALANCE and EMERGENCY TRAVEL** - employee assistance programs
- ◆ **GROUP VOLUNTARY TERM LIFE INSURANCE AND ACCIDENTAL DEATH & DISBURSEMENT (AD&D) INSURANCE** – Optional
- ◆ **DEFERRED COMPENSATION PLANS; CALPERS 457, FORESTER'S FINANCIAL OR MASS MUTUAL** – Optional
- ◆ **IDENTITY FRAUD EXPENSE REIMBURSEMENT COVERAGE:** Employees and their family members.
- ◆ **KERN FEDERAL CREDIT UNION (KFCU)**
- ◆ **EMPLOYEE PARTICIPATION PROGRAM** - Eligible employees and eligible immediate family members discounts to certain District activities.
- ◆ **APPLICABLE BENEFITS REQUIRED BY LAW:** • Social Security • Workers Compensation

SUPPLEMENTAL QUESTIONNAIRE

SENIOR SERVICES SUPERVISOR

1. Describe your experience in overseeing and managing a senior adult center or a community center. Include the size of the facilities and your experience as it relates to budgeting, scheduling, staffing, and supervising the programs.
2. Describe your experience with developing and implementing new programs and activities for a specific group.
3. Describe your supervisory experience overseeing other staff. Include information about the number of staff you supervised and the duties you performed as a supervisor.
4. Describe your experience working with volunteers. Include information about the programs you utilized volunteers in and the number of volunteers you supervised.