



# JOB ANNOUNCEMENT

## RECREATION SUPERVISOR – SPORTS

FULL TIME-EXEMPT + BENEFITS

*North of the River Recreation and Park District (NOR) is a Special District operating under Section 5780 of the California State Code. NOR plans, organizes and conducts a wide variety of park and recreation programs within the designated NOR boundaries. NOR is 215 square miles in size, has a population of 125,000 residents, and encompasses six school districts. Included within our service boundaries are 24 park sites totaling 269.8 developed acres. The major source of revenues for NOR are property taxes, program fees and grants.*

*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.*

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HOW TO APPLY: If interested, please submit the following to the Personnel Office located at the Riverlakes Administrative Complex, 3825 Riverlakes Dr, Bakersfield, CA, 93312.

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

**DEADLINE FOR APPLYING: Monday, August 27, 2018**

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**BASIC FUNCTION:** The Recreation Supervisor plans, organizes and directs a variety of programs to meet the needs of our community. This position will assume responsibility for a comprehensive sports program, from youth to adults.

**STARTING RATE:** \$27.48 - \$31.09 pr/hr

**MAXIMUM RATE:** \$37.79 pr/hr

**QUALIFICATIONS:** Equivalent to a BA degree with a major in recreation, sport management, or closely related field. A minimum of three years experience related to the area of responsibility 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. 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; computer programs including Microsoft Word, Excel, Access, and Outlook; and have knowledge of fundraising planning and coordinating. Ability to lead and coordinate a recreation or sports program or activity and community center; 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; 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.

**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 and a Drug Screen
- Verification of your identity and citizenship or legal right to work in the United States
- A valid CA Driver's License, (or obtain within 30 days of hire) and driving record must comply with District driving standards.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work environment, dependent upon assignment, within an office, recreational or community center. Work activities can include: sitting and/or standing for long periods of time, working on a computer, and operating standard office equipment; working outdoors in all weather conditions or inside a gymnasium, community center, or school, or other recreational facility with working conditions that include a moderate noise level; set up and take down of recreation equipment, lifting tables and chairs, carrying objects weighing up to 50 pounds and can include nights, weekends and/or holidays. Commutes by automobile and communicate with the public, 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 within the assigned areas.

- **PROGRAMMING:** establish goals and objectives for community based classes, programs, sports, activities, and centers; expand and provide new programs, classes and activities for the community; develop procedures for initiation, supervision and evaluation of unit activities and programs; seek community partnerships, business and individual sponsorships, volunteers, and grant opportunities; communicate with schools, neighborhood groups, and community partners on program ideas and needs; evaluate programs and activities and make recommendations for improvements; recommend purchases of supplies and equipment and maintain inventory.
- **FACILITY:** manage the day to day operations of a community center; coordinate facilities with other units for registration and usage; ensure proper maintenance and repair of assigned center.
- **PERSONNEL:** responsible for employee relation functions including, but not limited to managing staff, and assist with hiring process of new staff; schedule and delegate work assignments; conduct orientation, meetings, training and development; performance evaluations, reports on potential or actual employee performance problems and recommends any disciplinary action; and hire, assign, and coordinate volunteers.
- **BUDGET:** prepare and recommend annual budget, including individual programs, centers and staffing needs; review revenue and expenditure reports regularly; prepare and submit reports as required by NOR and/or grant programs.
- **OTHER:** Report accidents and unsafe conditions as they occur; maintain the required training designated for the position; attend, participate and/or conduct required meetings and trainings; represent area of responsibility at management team meetings; assist other District staff as necessary or requested; perform other duties as assigned.

#### BENEFITS

- ◆ VACATION, SICK, & HOLIDAYS
- ◆ EMPLOYEE MEDICAL INSURANCE
- ◆ EMPLOYEE & DEPENDENTS DENTAL & VISION INSURANCE
- ◆ CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CAL-PERS)
- ◆ GROUP LIFE INSURANCE
- ◆ TRAVEL INSURANCE
- ◆ SHORT / LONG TERM DISABILITY INSURANCE
- ◆ WORK-LIFE BALANCE and EMERGENCY TRAVEL
- ◆ APPLICABLE BENEFITS REQUIRED BY LAW: •
  - Social Security
  - Workers Compensation

#### Optional

- ◆ GROUP VOLUNTARY TERM LIFE AND (ACCIDENTAL DEATH & DISBURSEMENT) INSURANCE
- ◆ DEFERRED COMPENSATION PLANS
- ◆ IDENTITY FRAUD EXPENSE REIMBURSEMENT COVERAGE
- ◆ EMPLOYEE PARTICIPATION PROGRAM
- ◆ AFLAC
- ◆ KERN FEDERAL CREDIT UNION (KFCU)

AN EQUAL EMPLOYMENT EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Dr, Bakersfield, Ca, 93312 (661) 392-2000 [www.norfun.org](http://www.norfun.org)

