

The *Creative* City

OUTSIDE JOB OPPORTUNITY Recreation Supervisor

(Human Services and Rent Stabilization)

\$7,543.28 - \$9,638.37/ mo.

Deadline to submit application materials:

March 25, 2016 @ 5:00 pm

HR Contact: Seantea Burroughs

The City

Since 1984, the City of West Hollywood has established itself as one of the most progressive and innovative cities in the country. It has also become one of the most desirable places to live, work and visit in Southern California. This summer the City of West Hollywood begins construction on a new \$84M Aquatics and Recreation Center at West Hollywood Park, which includes 2 roof-top pools, a gymnasium, and plenty of programmable and meeting space. The park expansion will include an outdoor fitness loop, two off-leash dog parks, expansive park meadows, and the National AIDS Monument.

The Recreation Division

One of four divisions in the Human Services and Rent Stabilization Department, the Recreation Division offers a wide variety of programs and services for youth, adults and senior citizens. With a full-time staff of 25 and seasonal staff of 75 or more, the Division oversees programming of 23 acres of urban parks, including 2 large urban parks, a year-round pool, a community center (with a dedicated Teen Center and Senior Center) and 4 pocket parks. In addition to providing recreational experiences the Recreation Division supports economic development, strengthens safety and security, promotes health and wellness, increases cultural unity, and protects environmental resources.

The Ideal Candidate

The City is seeking a Recreation Supervisor who will provide leadership while empowering staff and fostering a team-work environment. The right candidate will be at ease working in a high energy and fast paced environment. You must be personable, know the importance of building relationships and taking ownership for the well-being of our community. The successful candidate will perform a wide variety of complex recreation programs management functions, develop goals and objectives for programs; evaluate operations and make changes/revisions; including planning, organizing, and implementing programs. The ability to develop and monitor program budgets, review and oversee contracts, analyze data, write staff reports, and competently navigate ActiveNet class registration and POS software is a must. Experience preparing for, opening, and programming a new Recreation facility is a plus.



Recreation Supervisor

Job Description Continued

The Duties

- Exhibit professional demeanor and demonstrate the ability to provide clear direction, maintain accountability, and encourage a team atmosphere within the Division.
- Create, promote, implement, and evaluate park programming.
- Identify problems in the early stages and work collaboratively to develop the best solutions for improvements and modifications; prepare various reports on operations and activities.
- Assist in the production of small and large scale Division and/or City-sponsored special events, as well as a variety of cultural events.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned recreation program activities and operations; and implement policies and procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.
- Develop publicity, marketing, and supervise promotional activities of recreation programs and services through flyers, pamphlets, brochures, public service announcements, news releases and social media; prepare current website information related to programs and services.
- Oversee planning and conducting of emergency drills, oversee safety of facilities, ensure that off-site excursions and field trips meet safety and city liability requirements.
- Plan, prioritize, assign, supervise and review the work of full-time and part-time staff involved in the development and implementation of recreation programs.

Qualifications

Must possess and maintain a valid California Driver's License.

Within 6 months of hire must obtain American Red Cross CPR/First Aid certification.

Bachelor's degree from an accredited four-year college or university in a related field; or three to four years of progressively responsible related experience; OR, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Qualified candidates must pass a physical and background check prior to an offer of employment.

Work hours may include evenings, weekends, holidays and/or stand-by/on-call status.

To Apply

Applicants must submit a City job application with the Human Resources Division by the filing deadline. To apply and view additional job information please visit www.weho.org/services/employment . If you are unable to submit your application materials online you can obtain an application package by contacting (323) 848-6860 or at City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069. Postmarks will not be accepted. AA/EOE If you have questions or need special accommodations with the recruitment

