



Fulton-El Camino Recreation and Park District

2201 Cottage Way, Sacramento, CA 95825

Phone (916) 927-3802 Fax (916) 927-3805

www.fecrpd.com

**The Fulton-El Camino Recreation and Park District
Invites applications for the position of:**

Recreation Supervisor – Aquatics/Programs

Location: Fulton-El Camino RPD – Sacramento, CA
Salary: \$4,035 - \$4,721 monthly – extensive benefit package
Closing: Friday, November 10, 2017

Description:

Under the general supervision of the Superintendent of Recreation this position is responsible for a robust aquatics program and facility. The position will also oversee special interest classes and High School after school leaders at one site. The position requires ability to work independently and have the enthusiasm to supervise predominantly teenaged staff.

Essential Duties / Functions:

Recruits, hires, trains, supervises and evaluates specialized staff for aquatics program implementation: lifeguards, swim instructors, coaches, recreation leaders, assistants, and coordinators.

- Conducts Lifeguard training classes, in-service training, and evaluations.
- Requests, reserves, and inspects aquatics facility and equipment necessary for program area function.
- Supervises regular part-time Coordinator year-round.
- Promotes, plans, supervises, and evaluates the District's aquatic program which includes teams, clubs, public swim, rentals, & classes.
- Ability to work independently & have effective verbal and written communication skills.
- Makes recommendations for maintenance, repairs, and improvements of District's aquatic facility.
- Schedules pool facility rentals.
- Acts as District representative / liaison to organizations within program and community including the Coalition for Safe and Healthy Arden-Arcade.
- Assists with the preparation and administration of the Recreation Division budget; responsible for program budgets assigned to position.
- Prepares news articles and flyers to promote programs; performs other public relations work on recreation activities.
- Maintains records and makes periodic reports on all phases of the recreation programs.
- Assists with some of clerical duties such as: answering phones, operating various machines / computers, customer service, etc.
- Maintain an accurate inventory of first aid supplies and pool chemicals.
- Oversees pool logs to ensure pool water is being tested regularly and adjust chemicals as needed.
- Positive customer service skills inherent to public service.
- Other assigned duties.

Classification: Exempt



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Minimum Education and Qualifications:

Graduation from a recognized college or university with a Bachelor's Degree in Recreation or related field or equivalent experience (minimum 3 years).

- Four years in a full-time recreation position, or equivalent in part-time experience with increasingly responsible paid experience.
- Possession of a valid California State Motor Vehicle Operators License.
- Possession of a valid certification in Red Cross Lifeguard Instructor, Swimming Instructor, CPR and First Aid; Instructor-Trainer certifications required.
- Experience in specific assigned program area highly desirable (CPO/AFO).
- Must pass DOJ background check prior to hire.
- Ability to work with Computer programs with proficiency in Microsoft Word, Desktop publishing, and spreadsheets.

To Apply:

Complete a Fulton-El Camino Recreation & Park District application & include a cover letter: www.fecrpd.com. under About us

District address: 2201 Cottage Way, Sacramento, Ca 95825

Questions:

Becky L. McDaniel – Superintendent of Recreation

(916) 927-3802 ext. 119

bmcdaniel@fecrpd.com

ABOUT US:

The Fulton-El Camino Recreation and Park District is an Independent Special District located within the County of Sacramento. We serve approximately 34,000 residents. For additional information, visit us on the web at www.fecrpd.com