



## **RECREATION SUPERVISOR - COMMUNITY & SPECIAL EVENTS**

City of Patterson, California

Salary: \$5,494.74 - \$6,678.90 monthly.

Plus excellent benefits

Under general supervision of the Recreation Services Manager and oversight of the Recreation & Community Services Director develops, plans, organizes, implements, manages, and evaluates a variety of community services and special events, including community based events, programs and activities, facility rentals and contract services; oversees and manages the development of assigned program(s); establishes schedules and methods for providing recreation services; identifies resource needs and allocates resources accordingly; develops goals and objectives; makes changes and improvements to existing standards for programs; monitors work activities to ensure compliance with established policies and procedures; prepares community event and recreation publicity; implements referral systems and the publication of brochures; implements the dissemination of recreation and community service publicity; prepares periodic reports; creates benchmarks, standards, and productivity indicators; maintains various program files and records; develops contracts and hires vendors and sub-contractors; serves as staff liaison on various City recreation or community related committees and subcommittees, taking a leadership role as needed, requested and/or assigned by the Department Director; prepares purchase requisitions and orders necessary supplies and materials; prepares and administers the event or program budget; submits budget recommendations; and monitors expenditures; trains and develops assigned staff; implements community services, activities and programs including Information & Referral (I&R) services; markets community services, activities and programs that encourage community participation; actively participates and maintains awareness of new trends and developments in the recreation field; incorporates new developments as appropriate into programs; seeks and administers alternate sources of revenue and or funds including grants, sponsorships, donations and fundraising events; performs related duties as required and special projects as assigned.

This position will supervise the work of Special Events Coordinator(s), part time staff and volunteers; develop partnerships with non-profit organizations and community groups to provide a variety of programs that enhance community engagement, safety, health, and wellness and perform related work as required and special projects as assigned.

The ideal candidate will have the ability to multitask to handle competing priorities and demands; be self motivated; have knowledge of programming, budgeting and implementing community and special events; communicate effectively both verbally and in writing; and establish and maintain effective working relationships with co-workers, other departments and the general public.

**MINIMUM QUALIFICATIONS:** Must be 18 years of age or older. Must be able to provide proof of U.S. citizenship or legal right to work in the United States. Education: A Bachelor's Degree from an accredited college or university with major course work in Recreation Administration or a related field. Experience: Three (3) years of increasingly responsible administrative or technical experience preferably in the Public Sector. **LICENSE AND CERTIFICATES:** Possession of a valid Class C California Driver's License; possession of, or ability to obtain, an appropriate, valid CPR Certificate. Incumbents in this position may be required to work extended hours including evenings, holidays, and weekends.

For more information about the position and to apply, visit the City's website at: <http://www.ci.patterson.ca.us/> under "Employment Opportunities". Deadline for applying is: September 1, 2023 at 5:00 PM. Tentative interview date: September 13, 2023.