



City of  
**CERES** Together We Achieve



## RECREATION SUPERVISOR

**\$4,677—\$5,686 (monthly, paid bi-weekly)**  
**PLUS EXCELLENT BENEFITS**

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***This is your opportunity to lead in Recreation!*** We're looking for a creative and flexible team player who brings a background of diverse programming. This career opportunity is an exciting, fast-paced leadership position directing, planning, organizing and supervising community and recreation programs. Aside from being innovative and adaptable, the ideal candidate will bring about a mindset of entrepreneurship.

### Responsibilities may include:

- Develop, plan, organize, implement, and evaluate a variety of community services and recreation programs.
- Establish schedules and methods for providing recreation services; identify resource needs.
- Participate in the development of goals and objectives as well as policies and procedures.
- Prepare community event and recreation publicity; coordinate referral systems and publish seasonal brochures.
- Conduct and supervise special events; develop contracts and hire contracted instructors and other center staff.

### Requirements:

- Possession of a *bachelor's degree* from an accredited college or university with major coursework in recreation administration or a related field.
- *Two (2) years* of increasingly responsible community service or recreational program administration experience.
- Possession of, or ability to obtain, a valid, *CPR certificate*.
- Possession of a valid *California Driver License*.

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**First Review of Applicants: **June 28, 2021****

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**Applicants must submit a completed online City job application and supplemental questions by the filing deadline.** To apply and view complete job and benefits information, please visit <https://www.calopps.org/city-of-ceres>. AA/EOE. The

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City of Ceres is an equal opportunity employer and prohibits harassment and discrimination in employment (EEO). If you have questions or need special accommodations with the recruitment process, in advance please contact: Shirley Ventura at (209) 538-5747.