



RECREATION SUPERVISOR

Full Time Exempt – Yearly Range \$83,387 - \$108, 404
APPLICATIONS DUE BY JUNE 15, 2026

The Pleasant Valley Recreation & Park District is seeking a dynamic, organized, and community-focused recreation professional who is passionate about creating high-quality programs for Camarillo residents of all ages.

The ideal candidate has experience planning, implementing, and evaluating a variety of recreation programs, including youth and adult activities, senior services, camps, and special events. They understand how to align programs with community needs while supporting District goals.

This individual is a collaborative leader who develops staff, instructors, and volunteers while fostering a positive team environment. They are highly organized, able to manage multiple programs and facilities, and committed to safety, customer service, and continuous improvement.

The successful candidate is an effective communicator who can prepare reports, present to leadership and the Board, and build strong relationships with the community.

This position requires flexibility, including evenings and weekends, to support programs and events.

SUMMARY: Plans, oversees and supervises comprehensive recreational programs of cultural, arts, youth and adult sports, contract classes, senior citizen programs or other recreation programs involving the supervision of group instructors, contractors, staff and volunteers in the planning of activities and events. Performs contract administration for contractual instructors. Prepares and administers department/section budget. Ensures safe work practices, work quality and accuracy; prepares, supervises and maintains work records and reports; serves as a technical resource for assigned personnel. Provides written and oral reports to the Recreation Services Manager, General Manager, and the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Position will require some holiday, evening, and/or weekend work assignments. Performs additional duties as assigned.

- Responsible for planning, directing, organizing, managing, and controlling the operational budget.
- Directly supervise and manage part-time, full-time employees, contract instructors, and volunteers. To include onboarding, training, scheduling, professional development, H.R related items while adhering to District guidelines, policies, and procedures
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media
- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Group Organizations; negotiate and resolve significant and controversial issues.
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance

- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations
- Attend board meetings; prepare and present staff reports and other necessary board items
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies and procedures
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large
- Represent the department/District on various boards, committees and within community, government, and civic organizations
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.

OTHER SKILLS AND ABILITIES: Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs. Must be able to “multitask” to handle competing priorities and demands. Must be able to keep accurate records and prepare reports.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Thorough to comprehensive knowledge of:** common office practices; current recreation trends; principles of supervision, employee motivation, training and performance evaluation.
- **Working knowledge of:** social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.
- **Ability to :** read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- **Ability to:** assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.

EDUCATION and/or EXPERIENCE: Bachelor’s degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with minimum of four (4) years of progressive experience in recreation, including two (2) years of supervisory experience, or equivalent combination of education and experience

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver’s license, and maintain appropriate insurance on vehicle used during business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

APPLICATION AND SELECTION PROCESS

Application:

Applications must be submitted online at www.pvrpd.org. This is an open recruitment and all interested applicants who meet the minimum qualifications are encouraged to apply.

Applications will be reviewed based on the information provided. Candidates whose qualifications most closely align with the needs of the District will be invited to participate in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement. Applications must be complete; incomplete or inaccurate applications may be disqualified.

Oral Appraisal Board:

Qualified candidates will participate in an Oral Appraisal Interview designed to evaluate job-related knowledge, skills, and abilities. The Oral Appraisal Board is tentatively scheduled for June 23, 2026. Candidates will be scored by a panel, and final scores will be based on a composite of the panelists' evaluations. In accordance with District practice, current employees in good standing will receive an additional five (5) points to their overall score.

Final Interview & Assessment:

Top candidates may be invited to a final interview with District management, tentatively scheduled for June 30, 2026. As part of the final selection process, candidates will complete a job-related writing and presentation exercise. Additional details will be provided to those selected to advance.

Apply Immediately

Applications Due: Monday, June 15, 2026

How to Apply

Submit a District application and supplemental materials online at:

www.pvrpd.org

Applications may also be submitted via mail, or in person:

Pleasant Valley Recreation & Park District

Attn: Human Resources

1605 E. Burnley Street

Camarillo, CA 93010

Phone: 805-482-1996 x113

Email: kdrewry@pvrpd.org

Pre-Employment Requirements

The selected candidate must successfully complete a Department of Justice Live Scan fingerprint clearance, background/reference check, and screenings for alcohol, drugs, and tuberculosis prior to employment.

BENEFITS

- **Annual Merit Increases**
- **CalPERS 2% @ 62 (Unless qualified as a Classic Employee)**
- **District contribution to Health, Dental and Vision**
- **Vacation, Sick, Management Leave, and 12 paid Holidays**
- **District paid Life Insurance, Short/Long Term Disability, and AD&D policy**

EMPLOYMENT OPPORTUNITY

RECREATION SUPERVISOR

SUPPLEMENTAL QUESTIONNAIRE TO PVRPD APPLICATION

Fill out the entire questionnaire.

Supplemental forms that are incomplete or missing information will disqualify the application.

NAME _____

DATE _____

Please answer all questions as briefly as possible regarding your experience/knowledge.

1. Program Planning & Oversight

Describe your experience planning and supervising community recreation programs such as special events, senior services, youth camps, or instructional classes. What types of programs have you managed, and what was your specific role?

2. Budgeting & Program Performance

Describe your experience managing program budgets, setting operational goals, and analyzing program performance. How do you stay organized while balancing multiple priorities, tracking expenditures, and ensuring programs meet established objectives?

3. Coordination & Operations

Recreation supervisors often manage multiple programs at once. Describe a time you successfully coordinated schedules, staff, facilities, and participant needs across several programs or events. What strategies did you use?

4. Supervision & Staff Development

Describe your experience supervising part-time staff, instructors, volunteers, or seasonal employees. How do you train, motivate, and address performance issues within a recreation setting?

5. Technology & Systems Use

Describe your experience using recreation management systems or other digital tools to support program operations (e.g., registrations, scheduling, communication, or payments). How have you used technology to improve efficiency or customer service?