

ABOUT THE DISTRICT

The North Highlands Recreation and Park District is an independent special district, organized in 1955 under the Public Resource Codes. The District is governed by an elected, five member Board of Directors. The population of the District is 43,507. It is located at 6040 Watt Avenue, North Highlands, Ca. 95660, and serves North Highlands and portions of Sacramento, and Antelope.

The District has 1 community park, 8 neighborhood parks, 3 sports parks, 1 undeveloped park, two pool facilities, 1 gymnasium, and 1 youth center. Some of these facilities were recently acquired as a result of the closure of McClellan Air Force Base and are still in the process of becoming operational. In addition we provide programming for two other gymnasiums.

Growth in the area has increased and continues to provide a multitude of opportunities in the field of Recreation and Parks. It is an exciting time to join our team.

Questions?

Please call Scott Graham, Recreation Superintendent at 916-332-7440.
Email: Scott@nhrrpd.org

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NORTH HIGHLANDS RECREATION AND
PARK DISTRICT
6040 WATT AVENUE
NORTH HIGHLANDS, CA 95660



**NORTH HIGHLANDS
RECREATION AND
PARK DISTRICT**

**IS SEEKING TO FILL THE
POSITION OF**

RECREATION SUPERVISOR

Deadline: February 26, 2010

**Salary Range
\$35,484—\$43,128 year**

Full Benefits

**6040 WATT AVENUE
NORTH HIGHLANDS CA 95660
(916)332-7440**

THE POSITION

Under the direction of the Recreation Superintendent, plans, organizes, promotes, supervises and evaluates recreation programs that include youth and adult sports, day camp, sports camps and clinics, teen programs and some contract classes.

Example of Duties

- Direct, publicize and promote adult sports programs and leagues, intersession day camp programs, and the "Late Night North Highlands" teen program.
- Prepares and monitors program budgets
- Inventory and order supplies as needed for adult and children's athletic and camp programs.
- Recruit, hire, train, supervise and evaluate officials, referees, scorekeepers, field/gym supervisors, day camp staff, Late Night teen program staff and program volunteers in assigned areas.
- Reserve, secure and schedule gymnasiums, park facilities and fields.
- Schedule and distribute league schedules and rules to teams. Ensure that league revenue and expenses stay within budget.
- Frequently visit games, gymnasiums and teen programs. Conduct mid-season evaluations with managers, officials, field/gym supervisors and teen program members. Make recommendations for improvement.
- Maintain standings. Develop and distribute playoff and tournament information.
- Assists with senior programs as well as new program development in assigned areas.
- Assist with and attend District special events.
- Ensures completion of employee and volunteer packets prior to date of employment.
- Supports and enforces all District policies and performs all related duties as required.

Knowledge, Skills and Abilities

- Principles, theory and philosophy of recreation and leisure
- Skill in organizing and planning recreation programs
- Principles and techniques of personnel management
- Budget preparation and control

Salary and Benefits

- Salary Range \$2,957 - \$3,594 mo.

Health Benefits

- The District pays full coverage for medical, dental and life insurance for the employee. The employee has the option of adding and paying for their dependents.

Retirement

- The District pays 100% of the District's deferred compensation (457) retirement plan. The amount is based on a percentage of the employee's annual wage. The employee may also contribute an additional amount to this plan.

Vacation

- 1-3 Years: 12 days annually
- 3-8 Years: 15 days annually
- 8-15 Years: 20 days annually
- 15 Years: 24 days annually

Sick Leave

- Accrued at 8 hours per month. The accrual of sick leave is unlimited and can be applied to retirement upon departure from employment.

Holidays

- The District observes 14 holidays per year.

Application Process

- Applicants are required to complete the District's standard Application. To receive an application and copy of the job description please call (916) 332-7440 or email scott@nhrpd.org.
- Application and resume should be submitted to NHRPD, 6040 Watt Avenue, North Highlands, CA 95660 or emailed to scott@nhrpd.org.
- All completed applications will be reviewed. Selected applicants will be invited for an interview.
- The deadline for applications is February 26, 2010 at 5:00p.m.

Qualifications

BA in Recreation or allied field and two years experience with sports and aquatics programs including supervising and managing.

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

License Required:

- Possession of a valid California Drivers License
 - Current CPR/First Aid Certification
 - Negative TB results within one year
- Must be fingerprinted

Working Conditions:

The hours of this position may be irregular and require the employee to work some evenings, weekends, and holidays.