

Hayward Area Recreation & Park District Recreation Supervisor - Outdoor Education & Nature

Are you an excellent program administrator who is passionate about outdoor education, extreme sports and nature education? The Hayward Area Recreation and Park District is looking for a new Outdoor Education and Nature Supervisor in our Recreation Department who will oversee and grow our newly created Get Outdoors (GO H.A.R.D.!) program and our mobile recreation program which focuses on bringing extreme sports such as skateboarding and rock climbing to underserved areas of the District. This person will also oversee two nature centers – the Sulphur Creek Nature Center and Hayward Shoreline Interpretive Center, which includes an animal rehabilitation clinic.

The ideal candidate is well-versed in best practices for outdoor education and nature interpretation. Knowledge of animal rehabilitation operations or extreme sports is a plus. This person should be a skilled program administrator who is action-oriented, with the ability to execute and drive change while mentoring staff.

Here are the details about the positions:

- Available Positions: 1
- Annual Salary: \$ 108,008.76/year - \$131,285.40/year
- Full Time, Benefits eligible position
- Work Schedule: 8-hour shifts, 40 hour per week
- Work hours: 8:30AM – 5:00PM and must be able to work on days, evenings, weekdays, and weekends as needed
- Filing Deadline: September 11, 2024
- Anticipated Start Date: October 2024

Anticipated Interview Process & Timeline

Round 1 External Panel Interview - Week of September 16

Round 2 Internal Panel Interview - Week of September 23

Final Round Internal Panel Interview - Week of September 30

DEFINITION

Under general direction, manage, organize, oversee and promote a wide variety of recreation programs and activities within a major division of the overall District recreation programs. Provide leadership and direction to full time personnel and other part-time personnel. Provides high quality customer service.

DISTINGUISHING FEATURES

Recreation Supervisors are assigned the responsibility for a major and comprehensive division of the District's recreation programs. Areas of responsibility may be designing and overseeing multiple recreation programs areas or units and/or designing and overseeing recreational activities to serve specific audiences. Recreation Supervisors act with a considerable degree of discretion and they report to the Recreation, Arts and Community Services Director. This class is distinguished from the Recreation, Arts and Community Services Director in that the latter is responsible for the entire Recreation Department.

EXAMPLES OF DUTIES

- Directs and oversees the management and maintenance and coordinates the use of assigned facilities and equipment; inspects program facilities, recommends improvements when needed; provides recommendations concerning construction plans for facilities.
- Monitors and directs or performs day-to-day operations of the assigned program to ensure that policies and procedures are being followed, and services and projects are being

- accomplished; takes corrective action as necessary and, where subordinates are present, may relieve them of the most difficult, sensitive or controversial projects within the program.
- Researches trends, administrative issues, policies and demographics and assesses community needs to plan strategically for the future.
 - Plans, organizes, and participates in the development of recreational programs and activities for such programs as: adult sports, aquatics, youth programs, art programs, senior/older adult programs, performing arts/theater, instructional sports, nature and special needs programs, and supervises program staff.
 - Recruits, hires, trains, supervises and evaluates professional and support staff and volunteers; maintains records and approves timesheets. Investigates and resolves personnel complaints; initiates disciplinary action and responds to grievances as appropriate. Ensures staff is trained in proper safe work practices.
 - Evaluates program effectiveness and makes appropriate adjustments to meet program goals.
 - Develops and implements marketing plan for assigned areas of responsibility.
 - Works collaboratively with school, city and other community based organization representatives to facilitate and develop programs, clarify procedures, identify needs and promote existing programs. Serves as the District representative and/or liaison to City and Community Task forces in determining the recreation needs, interest and desires of the community. Represents the District at professional and community meetings.
 - Confers with and represents programs and the department in meetings with other departments and divisions; serves as the District representative with a variety of public, business and community groups and organizations; fosters collaborative working relationships to the benefit of the program and the department.
 - Assists in providing staff reports and presentations to the District Board of Directors and Citizens Advisory Commissions and a variety of public, business and community groups and organizations.
 - Monitors and stays abreast of operational changes that affect the activities and work process of the program; makes recommendations for and develops and carries out improvement to the program to meet changing parameters and requirements.
 - Inspects various facilities to be sure they are safe and ready for use; sees that adequate personnel are assigned. Oversees completion of monthly facility reports. May oversee maintenance functions at certain facilities. Coordinates capital improvement projects with other departments.
 - Prepares and oversees budget for assigned program areas. Assesses and compares program fees and charges through market analysis and recommends changes. Coordinates the development of sponsorships, donations and identifies other fundraising and grant opportunities to fund services and programs.
 - Oversees purchasing; tracks, reconciles and approves monthly expenditures; prepares required financial reports.
 - Supervises the collection and reconciliation of monies.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

MINIMUM QUALIFICATIONS

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited 4-year college or university with a degree in recreation or a closely related field. A Masters Degree in Recreation Administration is desirable.

Experience: The equivalent of two (2) years of experience in the class of Recreation Coordinator II in the Hayward Area Recreation and Park District .

OR

The equivalent of four (4) years of full-time professional experience in recreation programming which must have included the supervision of paid recreational personnel.

License: Valid California Motor Vehicle operator's license and a good driving record.

Age Requirement: Must be at least 18 years of age at time of hire.

Special Requirements: Current Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid Training Certificate within six months of employment.

KNOWLEDGE & ABILITIES

Knowledge of:

- District policies and procedures.
- Philosophy and objectives of public recreation, recreation management and supervision, facility management and knowledge of community needs and resources.
- General knowledge of local, state and federal laws applicable to recreation profession and programs.
- Safety practices and protocols.
- Computer applications related to the work.

Ability to:

- Plan, organize, and direct a wide variety of recreational activities.
- Long range planning, including analysis and evaluation of programs and current trends, make recommendations for improvement and future program development.
- Plan and budget for personnel and equipment required for individual program areas.
- Establish and maintain effective working relationship with employees, community organizations and the public.
- Work effectively with others.
- Communicate effectively, both orally and in writing.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve supplies and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment and in the field. When in the office, incumbents work in an environment with moderate noise levels, and controlled temperature conditions. When in the field, employees are occasionally exposed to loud noise levels, cold and/or hot temperatures, toxic/hazardous chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact

with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

Apply online: <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=166865&clientkey=ACECAA23C1BC2B6B21BFF64820A56481>

EEO/ADA

The Hayward Area Recreation and Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Hayward Area Recreation and Park District will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

<https://www.haywardrec.org/>