

STRAWBERRY RECREATION DISTRICT

JOB POSTING

RECREATION SUPERVISOR - EXEMPT

PRIMARY RESPONSIBILITIES: EVENTS, MARKETING, RENTALS & ADULT PROGRAMS

ASSISTS WITH – SUMMER CAMP, YOUTH PROGRAMS AND ACTIVITIES

SUMMARY DESCRIPTION

Recreation, Marketing and Event Planning Professionals! – join our creative, dynamic, fun-loving team of Recreation professionals to help us grow, while providing recreational programs, activities, and events for the surrounding community.

Use your stellar marketing, organizational, and event planning skills to expand existing and create new events, while managing and growing facility rentals and adult programs. Assist with summer camps, youth programs and all recreational activities.

Under general supervision and direction of the General Manager, the Recreation Supervisor is responsible for coordinating and assisting with the planning, promoting, developing and organization of a variety of recreation programs such as but not limited to district wide events, adult programs & classes, assisting with youth programs, classes & camps, building and facility rentals, marketing/advertising, and all aspects of SRD recreation programming.

As Assistant Camp Director, assists Camp Director with SRD day camps and development of all camp program content. Position requires hiring, supervision and evaluation of camp employees, interaction with camp parents, ensuring the safety, well-being of staff and campers, communication, behavior management, scheduling, quality/quantity of activities, including adherence to and with health and safety guidelines.

Must demonstrate positive, professional role modeling always, acting in a manner that is consistent with SRD policies, Code of Conduct and the philosophy, goals, and objectives of the Strawberry Recreation District.

Located in Mill Valley, Strawberry Recreation District is a California State Special District. The District includes an Aquatics Facility, tennis/pickleball courts, little league playing fields, batting cages, community building with indoor basketball court & meeting rooms, playground, pocket parks and more.

Education and Experience:

- A 4-year college degree is preferred but not mandatory.
- The full-time equivalent minimum of 2 years' experience that demonstrates the required knowledge and abilities.

- Minimum 2-years supervisory experience preferred.

Language Skills

- Have professional written and verbal skills for effective communication.
- Ability to read and write business correspondence.

Background Investigation: Livescan background check required.

Other Special Requirements: Availability to work variable schedules including early mornings, evenings, weekends, and holidays. Some overtime may be required and is subject to FLSA rules and regulations.

Compensation: \$80,000 – 93,000 Annually – Exempt

Benefits: Medical, Dental, CalPERS employee pension plan, vacation and sick leave, cell phone stipend.

Relocation – not covered.

Position Start Date: June 1, 2023

Transportation: must have own transportation to and from work. Free parking.

**Location: 118 E. Strawberry Dr.
Mill Valley, CA 94941**

To apply, send resume and cover letter to: gm@strawberryrec.org