



JOB ANNOUNCEMENT

MARINWOOD RECREATION DEPARTMENT

Marinwood CSD, 775 Miller Creek Road, San Rafael, CA 94903-1323

415-479-0775 | www.marinwood.org

RECREATION SUPERVISOR POSITION

Salary: \$65,520-\$72,238 annually

Position is Full Time Exempt

Overview:

Not your average supervisor position. This is a dynamic, hands-on, out in the field, coordinator-style role that for much of the year is seldom behind a desk. The Recreation Supervisor works closely with the part-time Aquatics staff, leading (and participating in) weekly in-water trainings, hosting pizza party/dodgeball staff nights, and occasionally hopping into the lifeguard rotation. The Recreation Supervisor is not only a manager but also a motivator and mentor to the more than 50 high school and college-age Aquatics staff members. The Recreation Supervisor wears many hats and must quickly and constantly pivot from role to role, one minute performing customer service, the next adjusting the pool chemistry, then potentially leading the junior lifeguards on a scavenger hunt through the creek. This job is multifaceted, chaotic at times, but extremely rewarding.

The Marinwood Recreation Department is small—with only 4 full-time staff—but operates numerous large and highly successful programs, including over a dozen annual special events, Marin County's largest summer day camp program (500+ kids per day), a bustling public pool, and enrichment classes for all ages. This hardworking staff is extremely close-knit, highly collaborative, and prone to frequent bouts of uncontrollable laughter.

The Recreation Supervisor is ultimately responsible for coordinating and supervising all aspects of the Marinwood Aquatics program and pool, including hiring, training, and supervising all Aquatics staff; supervising the daily operations of the Marinwood Pool; and marketing and advertising all Aquatics programs. The Recreation Supervisor is also responsible for coordinating and supervising all adult programs, as well as the administration of various special events as assigned. This position requires a hands-on approach and is expected to be involved in all aspects of the Recreation Department. Incumbent will be expected to work some weekends, evenings, and occasional holidays.

Marinwood Community Services District

775 Miller Creek Road, San Rafael, CA 94903-1323

Phone: 415-479-0775

www.marinwood.org

Administrative Duties:

- Program Registration (knowledge of ActiveNet preferred)
- Accurate record keeping
- Excellent customer service

Abilities:

Adhere to the general program standards and objectives. Establish and maintain healthy working relationships with other employees, agencies, and the general public. Must be able to lift and carry materials weighing up to 40lbs. Must be willing to work in a variety of weather and temperature conditions.

Experience and Education Requirements:

Aquatics and/or Recreation programming; graduation from a four-year accredited college or university; or equivalent experience. Highly desired: 3+ years of lifeguarding experience

Special Requirements:

California driver's license and clean driving record.

Must Obtain (within 60 days):

American Red Cross Lifeguarding

Must Obtain (within one year):

American Red Cross Lifeguard Instructor (LGI)

NSPF Certified Pool Operator (CPO)

Pre-Employment Conditions:

Candidates receiving a conditional job offer must pass a fingerprint/background review. Please contact the Recreation Department on or before the final filing date if special accommodations are necessary for the examination/selection process.

Application and Selection Process:

Completed application along with supplemental questions must be returned to MCSD by **Monday, December 12, 2022**. Applications must be submitted by email, mail or in person. Selected applicants will be invited to participate in an interview the week following the deadline. The final selection for this position will be based on the summation of application materials and interviews.

Employee Benefits:

Benefits include health insurance, vision care, dental insurance, life insurance, vacation leave, paid holidays, sick leave, and retirement.

Marinwood Community Services District

775 Miller Creek Road, San Rafael, CA 94903-1323

Phone: 415-479-0775

www.marinwood.org

How to apply:

Obtain an application packet online at :

<https://www.marinwood.org/about-us/employment>

or in person at:

Marinwood Community Center

775 Miller Creek Road

San Rafael, CA 94903

Phone: (415) 479-0775

Email: lfretwell@marinwood.org

www.marinwood.org

About the Community, District and Department:

The Marinwood CSD provides parks and recreation as well as fire protection/emergency services and street lighting to a Marin County suburban community of approximately 5,000 residents. The District owns and maintains three parks, as well as 740 acres of open space. Marinwood Recreation Department consists of 4 full-time employees and up to 150 part-time/seasonal employees. The Recreation Department provides recreation programs for all ages including summer camps, aquatic programs, special events, adult programs and teen programming.