

**This is the Cultural Programs Supervisor for the Conejo Recreation & Park District at the Hillcrest Center for the Arts.**

[Click Here to apply for this Job](#)

**Location:** 403 W Hillcrest Drive, Thousand Oaks, CA 91360

**Final Filing Date:** 5:00 pm PST, Friday, December 10, 2021

**Salary Ranch (5 steps):** Monthly: \$6,720 - \$8,401

**Program Websites:** [www.HillcrestArts.com](http://www.HillcrestArts.com) [www.YAEonline.com](http://www.YAEonline.com)

The required Recreation Supervisor Requirements are listed below. In addition, this position is the supervisor for a major youth theatre company, **The Young Artists Ensemble**, that produces 6 major productions a year with a \$305,000 annual budget. The supervisor oversees the operation of the **Hillcrest Center for the Arts**, which includes a Black Box Theatre, Scene Shop, Gallery, and several rehearsal/activity rooms. In addition to use the by the **Young Artists Ensemble**, the theatre is used by community theatre rental groups. The supervisor works with and oversees the safety and scheduling of the theatre and other rental spaces with a part time Technical Theatre Specialist and the a part time Administrative Clerk. Rental groups for the rehearsal rooms include large to small community visual and performing arts organizations including the local regional equity theatre company, 5 Star Theatricals. The supervisor works with the local non-profit Arts Council of the Conejo Valley (ACCV) to present 8 annual art exhibits in the Gallery with ACCV as the curator of the exhibits. The Hillcrest Center for the Arts is also a presenting organization for events including Stand Up Comedy, classical and contemporary music concerts, other performing arts events. The supervisor is responsible for budgeting, booking, and marketing these presented events. The position oversees cultural classes including a comprehensive in school elementary music education programs with group lessons in Band, Strings, and Chorus with an annual budget of \$450,000. The Conejo Recreation & Park District Cultural Program has 2 full time employees (including the supervisor), 14 part time employees, and over 50 independent contractors with total annual budget of \$2,400,338. The supervisor works with and oversees a Box Office Manager/ Graphic Artists in the marketing and promotion of cultural events including upkeep of two websites, mass email marketing, press releases, print media advertising, and social media marketing.

**Conejo Recreation & Park District Recreation Supervisor Job Description:**

**Summary:**

Under general supervision, plans, organizes, directs, and supervises comprehensive public and voluntary recreation programs for a community area or facility and provides highly responsible and technical leadership in a specialized program, in accordance with District policies and procedures.

**Essential Duties and Responsibilities:**

- Plans, organizes, develops, supervises, and coordinates the implementation of recreational programs and services for a specific community area, facility, or a District wide program.
- Establishes effective relationships and confers with community members, schools, advisory groups, and commercial concerns to coordinate, evaluate and formalize program proposals.
- Provides liaison between community residents and District administration.
- Prepares publicity materials and makes presentations to community groups and schools to promote participation in activities.
- Establishes and maintains facility use controls.

- Develops and administers unit budget and assists in Division budget preparation and recommends equipment acquisition.
- Schedules, supervises, trains, and evaluates subordinates and contract instructors.
- Prepares and maintains a variety of records, reports, and correspondence.
- Requisitions and maintains an inventory of recreational equipment, supplies and materials and monitors their use.
- Coordinates activities, finances, and meetings of a Community Advisory Council.
- Therapeutic unit: serves as lead for inclusion services; evaluates, develops and makes recommendations to implement inclusion services and programming for those with special needs based on research, trends and best practices; monitor their effectiveness; keep current, review, and analyze applicable laws and legislative issues and trends in the area of program assignment for implementation.

### **Other Duties and Responsibilities**

- Drives to various sites to perform duties.
- Inspects activity areas and instructs athletic or recreation programs.
- Issues and monitors field or facility permits and specialized certifications.
- Participates in special events planning.
- May be required to transport participants or materials.
- Performs other related duties as assigned.

### **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. \*

### **Education/Experience:**

Bachelor's Degree with major emphasis in Recreation; four (4) years full time experience in group recreational leadership, including supervisory and budgetary experience; or an equivalent combination of education and experience.

### **Language Ability:**

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.

### **Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to develop and monitor budgets. Ability to compile and interpret statistical information.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form.

**Certificates and Licenses:**

California Driver's License, with ability to obtain Commercial Class C designation; First Aid and CPR certificate within 6 months. Recreation Therapist Certification (RTC) required for Therapeutics Unit. NYSCA Clinician Certificate desirable for Sports/Aquatics Unit. All positions working with children under 18 require fingerprint clearance.

**Supervisory Responsibilities:**

Directly supervises several employees including subordinate supervisory staff. Subordinate positions will vary depending on assigned Unit. Is responsible for the overall direction, coordination, and evaluation of these Units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

While performing the duties of this job the employee is occasionally exposed to outdoor weather conditions. If assigned to the Sports/Aquatics or Therapeutics Unit the employee is regularly exposed to wet or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the environment is moderate to loud.

**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. \*

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to lift up to 50 pounds and occasionally up to 100 pounds. Lifting requirements may vary according to assigned Unit. The vision requirements include ability to adjust focus and close vision.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Selection Process:**

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **A cover letter and resume must be submitted with the fully completed application. Resumes will not be accepted in lieu of a completed application.** Applications must be submitted online by the filing deadline.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interviews: Job related appraisal interviews will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interviews, the top candidates will be invited to a staff interview.

All applicants will receive a response to their standing in the selection process.

**NOTE:** THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

## **REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES**

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

*Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.*

Position subject to a pre-employment physical.

Job Description URL:

<https://www.crpd.org/wp-content/uploads/2019/05/JD3005-Rec-Supv-Rev-Sep19.pdf>

Job PDF:

 [Recreation Supervisor Nov 10.pdf](#)

## Benefits

### HEALTH INSURANCE BENEFITS

Medical, dental, and life insurance benefits are offered.

**Health Insurance/Cafeteria Plan Allowance:** A monthly allowance is provided by the District for use towards medical/dental/life insurance benefits for employees and their eligible dependents.

**Optional Benefits Program:** An additional \$200 a month for added benefit and/or salary augmentation for eligible employees.

### Vision Benefit:

Reimbursement of up to \$200 per fiscal year for expenses paid by the employee for vision care services.

### Section 125 Plan:

This provides for pre-tax deductions for dependent care (such as child care expenses) and health care expenses (such as out-of-pocket medical, dental and vision expenses).

### Retirement:

New employees participate in a 2% @ 62 retirement plan through the California Public Employees' Retirement System (CalPERS) (unless considered "classic" members as defined by CalPERS). There is an employee contribution and an employer contribution. The District does not participate in Social Security.

## Special Instructions

Read the job bulletin to determine if you meet the requirements. Complete all sections completely and accurately. Include any additional information pertaining to your qualifications for the position. False statements or misstatement of material facts are cause for rejection of the application, removal of name from eligibility list, or disciplinary action up to and including termination. All information is subject to verification.

Resumes will not be accepted in lieu of a completed application. A cover letter and resume must be uploaded with the application.

Supplemental question(s) must be answered thoroughly, and do NOT indicate "See Resume" or "See Application" Applications submitted without responses or with limited responses may not be considered for this position.

This position will close by 5:00 p.m. PST of the filing deadline or when the listed number of applications are received, whichever occurs first if one is indicated.

Additional information about the District can be found on our website at [www.crpd.org](http://www.crpd.org). Equal Opportunity Employer

## Recruitment Contact

Contact phone:  
(805)495-6471

Contact email:  
[hr@crpd.org](mailto:hr@crpd.org)