Culvercity







Recreation & Community Services Supervisor

The Department

Culver City Parks, Recreation and Community Services (PRCS) Department Culver City oversees 13 Parks, a regional Senior Center, Municipal Plunge, Dog Park, Skate Park, Tennis Courts, Handball Courts, Basketball Courts, Playgrounds. PRCS offers a wide variety of classes and activities for all ages and interests, from preschool classes to arts, dance, music, sports, health and wellness. The department provides child care services, information and referral, recreational programs, services for older adults and youth services for people who live in Culver City and the surrounding areas, and more!







The Position

The position is responsible for supervising and administering recreation, community services, social services programs, events, and facilities. Research, analyze, and evaluate programs, events, and services currently being offered and recommend new or expanded programs and resources appropriate for the community. Adhere to and monitor expenditure and revenue collection to ensure effectiveness, accuracy and proper documentation to meet City, County, State and Federal requirements for programs, events, activities, and/or grants.

- Physical Well-Being Allowance
- **Employee Recognition**



Great Benefits & Retirement



Tuition Reimbursement





The Ideal Candidate

We are seeking a candidate who demonstrates versatility and proficiency across a range of skills and experiences. We value individuals who are well-rounded, capable of adapting to diverse tasks and challenges, and possess a breadth of knowledge that extends beyond their core competencies. Ideally, a candidate with experience with special events, contract classes, and marketing, is most desirable. Will be able to establish a rapport with staff and constituents in a courteous and positive manner. Display a caring, understanding and ethical attitude in order to address needs.

Education & Experience

A typical way to obtain the knowledge, skills and abilities would be: A Bachelor's degree from an accredited college or university, preferably in Recreation, Kinesiology, Gerontology, Nutrition, Public Administration, Marketing, Communications, Early Childhood Education, or related/applicable field of study; A minimum of four years full-time professional experience in recreation, public administration, physical education, special education, social services or related field in a position comparable to the Recreation and Community Services Coordinator; and A minimum of two years' experience coordinating or providing technical or general supervision to others. A Master's Degree in a related/applicable field of study is desirable and may be substituted for one year of work experience.

