



COMPENSATION AND BENEFITS

Our agency does not participate in CalPERS retirement system.

**For more information about DRD benefits, visit:
<http://myrecreationdistrict.com/employment-opportunities>**

The salary range for this position is \$89,758.61 to \$112,096.20 annually.

DRD also offers an attractive benefits package with the following elements:

HEALTH & WELFARE BENEFITS

DRD contributes a maximum of \$1,200 per month towards the medical, dental, and vision plans of full-time team members and their qualified dependents (choice of HMO, PPO, or EPO). DRD also pays 100% of the monthly premium costs for full-time team members for:

- Basic Life (1x annual salary up to \$150,000)
- Accidental Death & Dismemberment (1x annual salary)
- Long Term Disability (60% of salary)

TIME OFF BENEFITS

- Holidays: 12 paid + 3 floating holidays annually
- Sick Leave: 12 paid sick days annually
- Vacation: 2 to 4 weeks, based on length of service
- Management Leave: 80 hours annually

FINANCIAL BENEFITS

- 7.5% Employer Paid Defined Contribution Retirement Plan
- Voluntary Deferred Compensation Program with a matching contribution up to 2.5%
- Flexible Spending Accounts – Health & Dependent Care

WORK/LIFE BENEFITS

- District Discounts
- Employee Assistance Program
- Team Member Referral Program

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

RECRUITMENT

To be considered for this challenging and rewarding career opportunity, candidates are required to complete a DRD application, supplemental questionnaire and upload a resume. Applicants will apply directly online from the DRD website at <https://www.myrecreationdistrict.com/employment-opportunities>

This recruitment will remain open until sufficient qualified applications are received.

EVALUATION

Application materials will be reviewed and evaluated. Candidates who demonstrate the experience, skills, education, and abilities required will continue through the recruitment process.

INTERVIEW

Qualified candidates deemed to possess the skills to succeed in the position will be invited for interviews.

Disclaimer: The District reserves the right to close this posting at any time. The District is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment programs and facilities. Women, minorities, and disabled individuals are encouraged to apply. The final candidate must pass pre-employment background check, physical examination, and drug screen.



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MyRecreationDistrict.com

Desert Recreation District



Community Services Supervisor

Desert Recreation District (DRD) focuses on providing recreation throughout the Coachella Valley service area. Desert Recreation District (DRD) was created in 1950 and is the largest recreation and park district in the state of California.

Covering more than 1,800 square miles, DRD is responsible for over 30 recreational facilities throughout the Coachella Valley that include community and fitness centers, sports fields, swimming pools, a golf course and driving range, and various parks and open spaces.

DRD serves more than 380,000 residents in the incorporated communities of Palm Desert, La Quinta, Indio, Indian Wells, Rancho Mirage and Coachella, and the unincorporated communities of Thousand Palms, Bermuda Dunes, Indio Hills, Mecca, Thermal, Oasis, Vista Santa Rosa, 100 Palms, and North Shore.

We encourage the community and visitors to take advantage of our weather and the beauty of our environment, and participate in the many programs, events, and activities that we plan throughout the year. From parks to ball fields to recreation facilities and swimming pools, we offer many ways to FIND FUN in the Desert!

OUR MISSION

To enrich the quality of life for Coachella Valley residents by acquiring, developing, operating, and maintaining a community focused parks and recreation system and preserving it for future generations.

OUR VALUES

- Respect
- Integrity
- Teamwork
- Excellence
- Honesty
- Responsibility
- Perseverance
- Sportsmanship
- Equity
- Courtesy
- Confidence
- Judgment
- Empathy



OUR VISION

Through a community collaborative approach DRD will be the regional provider of premier parks and recreation services in the Coachella Valley. Ensuring all residents have equitable and barrier free opportunities that contribute to the overall wellness of our communities.

OUR TEAM

DRD is governed by a five-member elected Board of Directors that set policy and strategic direction. Board members are elected by residents and serve a term of four years. DRD's General Manager reports to the Board of Directors and oversees the organization with a core mission of serving our residents by providing quality programs, services and facilities that promote an active, healthy lifestyle for all.

Team members include full-time and part-time staff, class instructors and volunteers. Each person is essential to the success of our programs. Our team members work hard to develop and implement more than 2,400 classes and 100+ special events each year. It may take a village in some places, but it takes a caring community of over 300 passionate team members at Desert Recreation District to respond to community needs.



THE COACHELLA VALLEY

Located 120 miles east of Los Angeles, the Coachella Valley is situated in Riverside County in Southern California. Known as the Desert Oasis, the Coachella Valley is bounded on the West by the San Jacinto and Santa Rosa mountains and to the north by the Little San Bernardino Mountains, which includes the Chocolate Mountains, and is crossed by the San Andreas Fault.

Comprised of a collection of desert communities, the Coachella Valley offers an average of 360 days of sunshine, boasts 100+ golf courses - more golf courses per capita than anywhere else in the world - and has world-class dining and resorts. Known as a key destination and winter playground to vacationers and "snowbirds," the Coachella Valley provides residents and visitors with a wide range of recreational options that include outdoor activities and annual events that draw interest from around the world.

THE POSITION

This is a full supervisory-level position within the Community Services Department that exercises independent judgement on diverse and specialized community, recreation, and leisure programs districtwide with accountability and ongoing decision-making responsibility associated with the work. The Recreation Supervisor organizes, and coordinates community recreation and leisure programs, services, activities, and facility operation across multiple sites.

The Community Services Supervisor is responsible for:

- Planning, organizing, assigning, supervising, and reviewing the work of community service and recreation staff.
- Evaluating employee performance, counseling employees, and recommending promotions and initial disciplinary action.
- Developing, planning, scheduling, supervising, implementing, and evaluating recreation and leisure programs, activities, and systems.
- Determining and recommending equipment, material, and staffing needs for assigned facilities, develops department budget, participates in employee recruitment and selection process.
- Serving as a representative to community groups, private businesses, and others regarding questions, problems, concerns regarding recreation activities.
- Assisting with the development of recreation contract administration and use agreements.
- Coordinating first aid, cardiopulmonary resuscitation (CPR), water safety instruction (WSI), and other safety training and certification courses for staff as needed.
- Participating in compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records.
- Providing administrative support to the department, such as conducting research, performing special projects, developing reports, or compiling statistics.



THE IDEAL CANDIDATE

Desert Recreation District seeks a candidate who has recreation experience. Ideally, this candidate is committed and passionate about developing an outstanding recreation program which includes youth and adult sports programs, aquatics, seasonal programs, special interest classes, and community events. We seek an individual with strong people skills who understands the importance of building positive working relations and maintaining outstanding customer service for all clients.

Education:

A bachelor's degree from an accredited college or university with major coursework in recreation, public administration, or a related field.

Experience:

Four (4) years of increasingly responsible experience managing or coordinating multiple recreation and community service programs, including two (2) years of supervisory experience.

Certifications:

Possession and maintenance of a valid California Driver's License with an acceptable driving record is a condition of initial and continued employment in this position. Possession of, or ability to obtain within thirty (30) days of hire, valid certifications in First Aid, cardiopulmonary resuscitation (CPR), and Automatic External Defibrillator (AED) for adult, child, and infant, to be maintained throughout employment.

