



City of Rancho Palos Verdes

WE'RE HIRING!

Recreation Program Supervisor

Pay Range \$86,424 - \$112,351 per year

Recruitment open on a continuous basis

First review of applications week of: May 19, 2025

Make a difference where community matters.

Are you a dynamic leader with a passion for recreation, education, and community engagement? The City of Rancho Palos Verdes is looking for a dedicated **Recreation Program Supervisor** to lead operations at Point Vicente Interpretive Center and to facilitate events at Founder's Park.

About the Role

The Recreation Program Supervisor will oversee the Point Vicente Interpretive Center, a community facility that features a museum highlighting the natural and cultural history of the Rancho Palos Verdes peninsula, a gift shop, beautiful park grounds, native plant garden, and banquet room available for rent for meetings, weddings, and private events. This position is also responsible for managing events at Founder's Park.

The Ideal Candidate:

- Strong communication & customer service skills.
- Highly organized and able to handle multiple projects and priorities.
- Ability to supervise and delegate assignments to staff.
- Experience or ability to learn point of sale software.
- Ability to interpret regulations and policies.

What You'll Do:

- Manages daily facility operations, including oversight of a museum, park grounds, event venue, and gift shop.
- Coordinates with Los Serenos Docent volunteers to develop exhibits and support tours, educational programs, and community outreach.
- Ensures smooth execution of activities, programs and special events while maintaining a welcoming environment for all visitors.
- Manages, trains, and evaluates staff.
- Welcomes and assists community members visiting the PVIC facilities or grounds.

**Apply
Now!**



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