



Recreation Supervisor

Library & Recreation Department

City of San Rafael

Salary: \$105,948- \$128,784 DOQ/DOE



ABOUT THE CITY

The City of San Rafael is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment.

With a population of approximately 60,000, San Rafael is a full-service city with a City Council and City Manager form of government with 12 departments, more than 400 employees, and an annual budget in fiscal year 2024-2025 of approximately \$180 million.

The City's vision is to be a vibrant economic and cultural center reflective of its diversity!

THE DEPARTMENT

The Library and Recreation Department is dedicated to enriching the lives of San Rafael residents through discovery, learning, and play through programs and services that provide high community value. The Recreation Division operates with a \$4.93 million budget and 18 FTE. Key facilities include the Albert J. Boro Community Center and Pickleweed Community Park.

The Albert J. Boro Community Center and Pickleweed Park are located in the Canal neighborhood, a vibrant and diverse area that has traditionally been marked by socio-economic disparities compared to the rest of San Rafael. The facility is heavily utilized and is an important resource for a predominantly Spanish-speaking community.

The Community Center, co-located with the Pickleweed Library, showcases successful collaboration between divisions. The library is scheduled for a major renovation in Fall 2025. Learn more about Enhancement Project [HERE](#).



The Recreation Division includes 3 community centers, one cultural center, an aquatics center, two community gardens, 3 ballfields, a multi-use turf field, 3 community parks, 11 neighborhood parks, 6 pocket parks, and 5 special use parks. The Recreation Division is responsible for developing innovative, diverse, and community-centered programs and services at the City's park and recreation facilities

TOGETHER SAN RAFAEL

SAN RAFAEL'S ORGANIZATIONAL CULTURAL FRAMEWORK is an initiative called "Together San Rafael." City employees are our greatest assets, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The Together San Rafael initiative is focused on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience. *Together San Rafael is about:*

➤ **BRINGING** staff and management together to collaborate cross-departmentally.

➤ **EMPOWERING** all city employees to share and implement their innovative ideas.

➤ **CELEBRATING** the innovation happening every day in our departments.

Together in Service

- Collaborate across departments
- Appreciate diverse perspectives and help others succeed
- Assume positive intent

Start with Community Needs

- Cultivate trust
- Design services with "customer" in mind
- Convene and co-create



Find Something to Say Yes To

- Take risks and try new things
- Seek creative solutions
- Create an exceptional customer experience

Reimagine the Status Quo

- Find the root problem
- Ask "why" we do it this way
- "Fail" fast, learn, and try again

Practice Openness

- Communicate well and often
- Be open to change
- There's always more to learn

Be Mindful

- Every interaction creates a story
- Be fiscally responsible
- Honor those we serve with integrity











IDEAL CANDIDATE

The ideal candidate for the **Recreation Supervisor** position will be a dynamic, service-driven leader with a strong background in recreation programming, staff supervision, and community engagement. They excel at planning inclusive services that align with the needs of a diverse, **multilingual** community and are skilled in working with stakeholders to ensure programs are fair, accessible, and responsive to all user groups.

Experience with City Boards, Commissions, and Committees; diverse program offerings (multilingual and older adult programming, rentals, gymnasiums, etc.); and multiuse sports fields are a plus

The Ideal Candidate will also:

	Foster a Collaborative Environment		Implement Policies
	Manage & mentor staff		Committ to Diversity, Equity & Inclusion
	Implement Innovative Programs		Communicate Effectively
	Manage the Budget		Problem Solve

To view the full job description click [HERE](#)



COMPENSATION & BENEFITS

Salary Range: \$105,948- \$128,784 DOQ/DOE

The **Recreation Supervisor** is a regular position of the City's San Rafael Mid-Management Employee Association (SRMMEA) with a competitive benefits package including:

Medical: The City contributes up to \$2,400/month toward medical insurance for employee & eligible dependents.

Dental & Vision: Premium fully paid for employee & eligible dependents.

Vacation: 15 days.

Sick Leave: 12 days.

Administrative Leave: 10 days.

Holidays: 12 designated holidays, plus 1 floating holiday.

For additional benefits information click [HERE](#)

UPCOMING PROJECTS

Opening and Managing Renovated Athletic Fields

Opening and managing the newly renovated athletic fields at Pickleweed Park, including expanded programming and partnerships

Cross-Departmental Collaboration & Community Partnerships

Cross-departmental collaboration with the Pickleweed Library, and partnerships with local schools, nonprofits, and health and wellness providers to bolster community engagement and access to the facilities

Enhancing Programming at the Boro Center

Enhancing teen, family, and cultural programming at the Boro Center

Strategic Planning and Service Delivery

Supporting Department-wide strategic planning and service delivery improvements

Join the City of San Rafael's dedicated team and help shape a vibrant, thriving community. The Library and Recreation Department is committed to enriching the lives of residents through discovery, learning, and play by offering programs and services that bring real value to the community and make a direct impact



HOW TO APPLY

QR CODE/CALOPPS LINK
PENDING

APPLY BY MONDAY, JULY 7

Applications reviewed on a rolling basis

INTERVIEW SCHEDULE *(in person)*:

Tuesday, July 15 - First panel interview

Wednesday, July 16 - Finalist interviews

Questions? Contact

human.resources@cityofsanrafael.org