



City of El Segundo

Recreation Supervisor- Aquatics

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|------------|---------------------------------|--------------|----------------|
| SALARY | \$7,430.74 - \$9,032.11 Monthly | LOCATION | El Segundo, CA |
| JOB TYPE | Full-Time | JOB NUMBER | 24/25-00165 |
| DEPARTMENT | RECREATION, PARKS, LIBRARY | OPENING DATE | 08/14/2025 |

Description

There is currently one (1) vacancy for a full-time Recreation Supervisor - Aquatics in the Recreation, Parks, Library Department.

This recruitment is open on a continuous basis and may close at any time. Interested candidates should apply immediately. The first review of applications will be on **Wednesday, August 27, 2025**. Applicants appearing best qualified based upon a review of the application and responses to supplemental questions will be invited to participate in the testing process.

SUPERVISION RECEIVED AND EXERCISED: Under general supervision, develops, coordinates, promotes, and administers comprehensive community recreation programs and services, community center activities, and special events as assigned. Supervises full-time and part-time recreation staff.



The City of El Segundo, incorporated in 1917, is a unique, quaint city by the sea. Home to approximately 17,000 residents and over 75,000 private sector employees of major aeronautical, sports, media, industrial, and multiple Fortune 500 companies, including Mattel, Chevron, and most recently, the Los Angeles Times and Beyond Meat. Further, El Segundo has become the headquarters for major sports franchises, including the LA Lakers and LA Kings. As the economy broadens, El Segundo is becoming home to a variety of high-tech and "creative economy" start-up companies. This is reflected in the City motto, "Where Big Ideas Take Off!"

Essential Job Functions

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills, and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:

- Plans, develops, organizes, and supervises comprehensive year-round and seasonal recreation programs, services, special events, and multi-use community facilities in one or more of the following types of areas: cultural arts, community programs, and classes teen center, senior programs and services, transportation, aquatics, athletic and facilities, sports, camps, special events, etc;
- Coordinates scheduling of part-time employees and volunteers; schedules recreation facility programs and events;
- Administers all aspects of recreational instructor recruitment, class schedule, and registration process, and related cash handling/payment procedures;
- Supervises the operation of assigned recreation facility(ies); maintains inventories of program supplies and equipment; plans and coordinates maintenance and repair of vehicles and recreational facilities;
- Participates in the development and administration of the annual budget, including estimating revenue and expenditure projections, developing program budgets, monitoring budget expenditures, and authorizing purchasing; monitoring and evaluating program costs, and recommending continuation or cancellation of programs;
- Supervises, prepares, and reviews press releases, publications (e.g., recreation brochure, newsletters, etc.), and other promotional materials (e.g., signage, banners, flyers, etc.) to promote recreation programs, special events, and activities;
- Maintains records, conducts research, and writes comprehensive reports; prepares and presents written and oral reports to the Recreation and Parks Commission and other groups or city departments; Participates on, serves as a liaison to, and represents the department at various committees, task forces, and boards;
- Provides and promotes excellent customer service to internal and external customers; ensures adherence to department policies and procedures by staff and patrons; and
- Hires, trains, schedules, assigns, reviews, and evaluates work of assigned full and part-time staff, contract employees, and community volunteers; initiates corrective and/or disciplinary action and responds to grievances following established personnel policies and procedures in consultation with the Recreation Superintendent, Director of Recreation and Parks, and/or Human Resources representatives.

Knowledge, Skills, and Other Characteristics:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- A wide variety of recreation programs;
- Practices and principles of supervision;
- Principles of budgeting;
- Policies and procedures related to recreation programs and facilities; and
- General municipal meetings, agenda preparation.

Skill in:

- Communicating effectively in both spoken and written forms;
- Working with older adults;
- Working with volunteers and volunteer boards;
- Marketing recreation programs;
- Supervising, training, evaluating, and motivating employees;
- Conducting research and preparing clear, concise, and comprehensive reports;
- Presenting ideas and concepts orally and in writing;

- Maintaining accurate records;
- Administering budgets;
- Utilizing public relations techniques, responding to inquiries and complaints;
- Working under pressure, handling significant problems and tasks that arise simultaneously and/or unexpectedly, and completing them within established deadlines; and
- Establishing and maintaining effective working relationships with other department staff, other City employees, and the public.

Qualifications

Experience: Three (3) years of experience in the implementation of recreation activities and programs, including working with senior citizens and knowledge of senior programs and needs (1) year of supervisory experience, or an equivalent combination of education and experience.

Education: A Bachelor's degree in Recreation/Leisure Management, Gerontology, or a related field.

Licensing/Certification Requirements: A valid California driver's license.

Working Conditions: Regularly required to lift and/or carry up to 5 pounds.

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

Employer

City of El Segundo

Address

350 Main Street

El Segundo, California, 90245

Phone

310-524-2381

Website

<http://www.elsegundo.org>

Recreation Supervisor- Aquatics Supplemental Questionnaire

*QUESTION 1

The information provided in the following supplemental questions will be used in conjunction with the application materials to determine whether the qualification requirements are met. The best-qualified candidates will be invited to participate in the selection process. When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application. A resume may not be submitted in lieu of completing the application and supplemental questions. I have read the above statement and acknowledge that failure to provide sufficient detailed information may result in my application being rejected.

☐ Yes, I acknowledge

☐ No, I do not acknowledge

***QUESTION 2**

Do you possess a valid California Driver's license?

- ☐ Yes
- ☐ No
- ☐ I have a valid driver's license in another state

***QUESTION 3**

Please select the highest level of education completed:

- ☐ Master's Degree
- ☐ Bachelor's Degree
- ☐ Associate's Degree
- ☐ Some College
- ☐ High School Diploma/GED
- ☐ None of the above

QUESTION 4

Please select your degree field:

- ☐ Recreation/Leisure Management
- ☐ Gerontology
- ☐ Related Field

QUESTION 5

If you selected Related Field above, please list the degree field below:

***QUESTION 6**

Please select your year(s) of experience in aquatics:

- ☐ Three or more years
- ☐ At least two years, but less than three years
- ☐ At least one year, but less than two years
- ☐ Less than one year
- ☐ None

***QUESTION 7**

Please select your year(s) of supervisory experience:

- ☐ Two or more years
- ☐ At least one year, but less than two years
- ☐ Less than one year
- ☐ None

***QUESTION 8**

Please describe your supervisory experience, including the number of people supervised. If no supervisory experience, type "N/A."

***QUESTION 9**

Do you now, or have you in the past, worked for a municipality (City)?

☐ Yes

☐ No

*** Required Question**