



CITY OF LAGUNA NIGUEL

EMPLOYMENT OPPORTUNITY

RECREATION SUPERVISOR, FULL-TIME

FILING DEADLINE: Apply Immediately; Open Until Filled.

First Review of Applications on Monday October 6, 2025

Parks and Recreation Department – Crown Valley

Community Center/Aquatics Services

\$7,613 - \$9,514 per month

Laguna Niguel is a premier master-planned community located in south Orange County, just minutes away from California's beautiful beaches and pristine coastline. The City is home to approximately 65,000 residents who enjoy a beautiful, safe, vibrant, financially secure, and dynamic community.

THE POSITION:

The City is seeking a dedicated and motivated recreation professional with strong customer service and interpersonal skills to support the successful completion of the Department's goals and objectives in the areas of recreation programs, including special events, facility rentals, and the aquatics services. The ideal candidate will have a passion in planning and delivering community events and programs that bring people together, possess a strong work ethic, thrive in a collaborative, innovative, fast-paced environment, and be able to motivate and maximize the skills of full-time and part-time staff. The Recreation Supervisor will also need to be a creative, inspiring, and energetic leader who will take the initiative to ensure that community center facility operations and community special events are focused on accomplishing goals through effective management and service delivery. Candidates possessing all of these qualities and the minimum qualifications are invited to apply. **An eligibility list will be created for consideration of future vacancies.**

EXAMPLES OF DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

- Plan, organize, and supervise recreation programs, including special events and facility rentals for the community.
- Provide general supervision and oversight of aquatics services; administer and manage the contract for aquatics services.
- Oversee, supervise, and facilitate the day-to-day operations and maintenance of the Crown Valley Community Center and Laguna Niguel Aquatics Center; work with Public Works maintenance staff to resolve facility maintenance related issues.
- Schedule full-time and part-time staff, supervise and coordinate employee training and work assignments; ensure appropriate coverage during programs and operations.
- Evaluate the effectiveness of current recreation programs and develop sound recommendations for new recreation programs and services for the community with measurable outcomes.
- Recommend and assist in the implementation of goals and objectives; establish and maintain schedules and best practices for recreational activities and special events; develop and implement policies and procedures.
- Participate in the development, administration, and monitoring of assigned program budgets.
- Interpret and explain City policies and procedures to the public, answer questions and investigate concerns; recommend corrective actions to resolve conflicts.

- Monitor and enforce compliance with associated laws, rules, regulations and safety procedures related to provision of special events, facility rentals and aquatics services, including First Aid, AED, and CPR as assigned.
- Perform a variety of duties related to the publicizing and advertising of recreation programs and activities; prepare and/or coordinate the development of special events, aquatics programs and activities publicly, including news releases, newsletters, flyers, pamphlets, brochures, and social media content.
- Provide engagement and outreach opportunities to the community for feedback on recreation programs and special events.
- Plan and lead various special events including the Summer Concert series, 4th of July events and activities, annual Holiday Parade, or other City-wide special events.
- Evaluate and oversee facility rentals at Crown Valley Community Center.
- Respond to public records requests and inquiries in a timely and professional manner.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Fundamental staff scheduling methods and techniques.
- Strong problem solving, interpersonal and supervisory skills.
- Modern and complex principles and practices of recreational program development and implementation for the community.
- Modern office methods, procedures, and computer equipment.
- First Aid, AED and CPR.
- A variety of computer programs, including Active Net registration software.

Ability to:

- Understand and implement the community's desire to provide a variety of recreation programs and services.
- Actively participate in completing the goals established in the City's adopted Strategic Plan.
- Analyze and compile technical and statistical information and prepare reports.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate the ability to schedule, oversee, and train assigned staff.
- Respond professionally to requests and inquiries from the public in a timely and professional manner.
- Establish and maintain cooperative working relationships.
- Work a varying schedule of hours, which may include nights, early mornings, weekends, and holidays.

EXPERIENCE AND TRAINING REQUIRED:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Minimum of two years of experience in the administration of recreation activities, community special events, including supplemental training in First Aid, AED and CPR as assigned, and some supervisory experience.
- Professional experience in planning and implementing a variety of recreation programs and special events for the community.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public relation, public administration, or a related field.

REQUIRED LICENSES:

- Possession of current and valid First Aid and CPR certificates.

HOW TO APPLY:

A required City application form can be found online at the City's website at www.cityoflagunaniguel.org and must be filled out completely and must show that the minimum qualifications are met. Completed City application and supplemental documents, including resume and cover letter should be submitted through the City's website, via email to HR@cityoflagunaniguel.org, or in person to Human Resources at City Hall (30111 Crown Valley Parkway, Laguna Niguel). Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

SPECIAL NOTICE:

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contained herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace and complies with State and Federal Laws; therefore, the City prohibits the use of all illegal drugs by employees and prospective workers.

Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screening.

30111 Crown Valley Parkway, Laguna Niguel, CA 92677

Phone: (949) 362-4300 Fax: (949) 362-4340