



City of Chino

## Community Services, Parks & Recreation Manager, Full-time

SALARY	\$10,463.25 - \$13,837.67 Monthly	LOCATION	Chino, CA
JOB TYPE	Full-time	JOB NUMBER	202500034
DEPARTMENT	Community Services, Parks & Recreation	OPENING DATE	09/11/2025
CLOSING DATE	10/2/2025 11:59 PM Pacific		

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### Job Description



Join the

City of Chino



**Community Services,  
Parks & Recreation  
Department**

**We're Hiring!**

**Join the City of Chino and Shape the Future**

The **Community Services, Parks & Recreation Manager** plays a vital leadership role in shaping and overseeing a wide range of programs that enrich the lives of residents, spanning recreation, senior and human services, community events, cultural arts, and social support initiatives. Operating under the guidance of the Director or Deputy Director, this position provides high-level management and strategic direction to staff, while cultivating strong community partnerships.

This dynamic role offers the opportunity to lead either the Recreation or Social Services Division and to help drive meaningful impact across neighborhoods through inclusive and engaging programming. As a key member of the department's management team, the Manager contributes to innovation and excellence in community services delivery.

Are you ready to support Chino through high-level management and direction? If so, join our team as a **full-time**

**Community Services, Parks & Recreation Manager!**

The City of Chino offers a competitive salary and generous benefits package. For more information, please click on [the image below:](#)

# Employee Benefits Highlighted



Health Care Coverage



Retirement Plan



Paid Time Off



Flexible Work Schedule



Education Incentives

[Click here for even more benefits and perks.](#)

## Who We Are

The City of Chino is a vibrant place to live, work, and play, that is recognized for its integrity and dedication to public service. Together we take pride in providing quality, caring service to our community. The City of Chino pursues excellence in all facets of our operations and services, guided by the following Organizational Values:

- Commitment to Our Community
- Integrity & Accountability
- Fiscal Responsibility
- Partnerships & Teamwork
- Innovation
- Communication & Engagement

The **Community Services, Parks & Recreation Department** enriches lives by providing a wide range of recreational opportunities, parks, and social services for residents of all ages. The Department offers programs focused on youth, families, seniors, and individuals, promoting positive alternatives, healthy lifestyles, and community connection. From fitness and social activities to prevention and counseling services, it supports the well-being of the community in a safe and welcoming environment. The Department also manages citywide special events and operates local cultural attractions like the Chino Youth Museum and Old Schoolhouse Museum, while the Parks and Facilities Division ensures the care and development of all city parks and facilities. Guided by its mission to impact lives and build a connected community, this department plays a vital role in enhancing Chino's quality of life.

## Duties/Responsibilities

### What You'll Do

As our new **Community Services, Parks & Recreation Manager**, you will:

- Plan, manage, and oversee the daily operations and activities of a division in the Community Services, Parks & Recreation Department, including Parks and Facilities, Recreation, and Social Services.
- Participate in the development of policies and strategies for division operations and effectively use division resources to improve organizational productivity and customer services.
- Develop and sustain public and private partnerships within the community to support the needs of those served, and work with organized community groups, school districts, and committees to promote and coordinate programs.
- Provide complex and responsible support to the Director and Deputy Director in areas of expertise.

### What We're Looking For

We're looking for someone who:

- Has knowledge developing and implementing recreation, social services, and/or education programs.
- Has the ability to provide administrative, management, and professional leadership support for their assigned division.
- Is excited by challenges, loves to learn, and thrives in a collaborative, fast-paced environment.

## Qualifications

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

- **Education:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in parks and recreation administration, public administration, human services, sociology, or a related field.
- **Experience:** Five (5) years of responsible community services programming administration experience, including three (3) years of experience in a supervisory or management capacity. **Five (5) years of experience as a Supervisor, Manager, and/or Superintendent in Community Services, Parks & Recreation, or a closely related field, is preferred.**
- **Licenses and Certifications:** Possession of a valid California Driver's License, to be maintained throughout employment.

## Special Requirements

### Physical Demands and Working Conditions:

- Mobility to work in a standard office setting and use standing office equipment, including a computer.
- Operate a motor vehicle and visit various community sites.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- The ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### Ready to Apply?

All applicants are required to apply online at [www.governmentjobs.com/careers/chinoca](http://www.governmentjobs.com/careers/chinoca). **The closing date is 11:59 PM Pacific on Thursday, October 2, 2025.** Let's build something amazing together.

Applications must be complete and demonstrate that the minimum qualifications are met. Resumes and cover letters may be attached to the completed application form as supplemental information, but will not be accepted in lieu of an official application form. Applications will be screened and the most qualified candidates who best match the needs of the City will be invited to compete further in the examination process.

### **IMPORTANT INFORMATION**

The City of Chino is committed to offering reasonable accommodations to job applicants with disabilities. If you need an accommodation due to a disability, please contact the Human Resources/Risk Management Department at (909) 334-3274. Requests should be made three (3) business days in advance.

Prospective employees selected for employment must successfully complete a medical examination and a background check, including professional reference checks. The background check, paid for by the City, also includes Live Scan fingerprinting through the Department of Justice.

The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.

### Mission Statement

Together we take pride in providing quality, caring service to our community.

### Value Statement

Chino is a vibrant city. It is a great community in which to live, work, and play, that is recognized for integrity and dedication to public service.



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#### Employer

City of Chino

#### Address

13220 Central Avenue

Chino, California, 91710

#### Phone

9093343274

#### Website

<http://www.cityofchino.org>

## Community Services, Parks & Recreation Manager, Full-time Supplemental Questionnaire

### \*QUESTION 1

Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

- ☐ Yes  
☐ No

### \*QUESTION 2

Please indicate the number of years of experience you have as a Supervisor, Manager, and/or Superintendent in Community Services, Parks & Recreation, or a closely related field.

- ☐ 1-2 years of experience  
☐ 3-4 years of experience  
☐ 5+ years of experience  
☐ I have no experience as a Supervisor, Manager, and/or Superintendent.

### \*QUESTION 3

Describe your experience managing diverse Community Services, Parks & Recreation programs such as youth and adult sports, teens, after-school, field allocations, special events, or social services initiatives. Please also indicate the number of full-time and part-time staff you have supervised as part of managing these types of programs.

### \*QUESTION 4

What was the size of the largest budget you were responsible for managing?

- ☐ Less than \$100,000
- ☐ \$100,000 - \$500,000
- ☐ \$500,000 - \$1M
- ☐ Over \$1M

**\*QUESTION 5**

Please describe your specific responsibilities in managing that budget (e.g., forecasting, allocations, monitoring, reporting).

**\*QUESTION 6**

Describe your experience working with City Council, Parks & Recreation Commission, and/or community stakeholders (e.g. schools, nonprofits, public agencies). How did you collaborate to improve services or outreach?

\* Required Question