



City of Whittier

## Recreation Outreach Supervisor I/II

<b>SALARY</b>	\$6,600.00 - \$9,782.70 Monthly	<b>LOCATION</b>	Whittier, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2025-062
<b>DEPARTMENT</b>	Finance	<b>OPENING DATE</b>	12/19/2025
<b>CLOSING DATE</b>	Continuous		

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### Description

**\*\*Cover letter and Resume must be attached to your application\*\*\***

The Puente Hills Habitat Preservation Authority (Habitat Authority) seeks one full-time Recreation Outreach Supervisor I or II. The Habitat Authority is a government park agency established for the purpose of acquiring, restoring and/or maintaining additional open space and native habitat in the Puente Hills area of Los Angeles County, CA. The Habitat Authority manages approximately 3,891 acres of preserved public open space. The City provides human resources support for the Habitat Authority. For more information visit [www.habitatauthority.org](http://www.habitatauthority.org).

Under the supervision of the Executive Director, the Recreation Outreach Supervisor will perform a variety of functions in support of the agency. This is an at-will position.

### DEFINITION:

Under general direction, plans, implements, directs, and supervises the Habitat Authority outdoor educational and stewardship-based recreational program services for the community; special events; volunteer program services in support of the Habitat Authority's recreational program services and general operations; develops and monitors the budget for assigned area; ensures quality of programs and safe work practices; maintains appropriate work records; participates in agency and community special events; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Recreation Outreach Supervisor I** is the supervisory level class responsible for planning, implementing and directing the service and volunteer programs for the Habitat Authority. This classification is distinguished from the next higher classification of **Recreation Outreach Supervisor II** in that the latter has five years or more of full-time supervisory or lead experience at level I and has increased responsibility for overseeing staff and policies in all program areas. This position is FLSA exempt and at-will.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Executive Director. Exercises direct and indirect supervision over subordinate staff when budgets allow their hire and volunteers.

**Examples of Duties****ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Implements, oversees, supervises, and plans various program events and activities, including programming with local students, scout troops, community groups, and the general public; prepares and conducts training, as well as retaining and managing Habitat Authority volunteers. Assists in assessing current and long-range goals and objectives.
- Assists with the recruitment, training and supervision of staff when funding allows and volunteers; develops schedules and work methods for performing assigned duties; reviews timesheets; oversees volunteer hours logging; ensures adherence to safe work methods, procedures, and practices; initiates disciplinary procedures with the Executive Director or their designee as appropriate.
- Leads group hikes; makes presentations; coordinates special events that promote stewardship and enjoyment of Habitat Authority lands.
- Assists with planning recreational outreach services and programming for the Habitat Authority. Develops, recommends, and implements programs and policies for diverse public audiences addressing broad ranging

recreational and user trends and educational needs. Conducts ongoing evaluation and continuous improvement of program activities including researching and developing program curricula and its implementation.

- Monitors, controls, and orders supplies and materials.
- Serves as an agency liaison and representative to outside agencies and the public.
- Establishes and maintains positive working relationships with Habitat Authority staff, volunteers, the public and collaborative partners such as cities, the county, schools, non-profit organizations, and contractors.
- Tracks and monitors program, special event and volunteer participation levels and generates periodic reports of this nature for agency reporting and record keeping.
- Assists with developing and monitoring assigned program budget; develops and prepares reports, letters, and staff reports on Habitat Authority operations as necessary; maintains employee and volunteer records.
- Creates flyers, promotional materials, and updates and/or maintains trailhead kiosks promoting; assists with preparing press releases; recommends and implements appropriate marketing or program services.
- Oversees contracts for instructors, contractors or guest presenters.
- Makes presentations to organizational and community groups; attends scheduled co-worker team meetings as well as monthly Board of Directors and Advisory Committee meetings; stays current on issues relative to the field of recreational outreach and education.
- Participates in the development of policies and procedures; recommends programs, activities and work methods to higher level personnel; maintains records and develops reports on new or existing programs.
- Proper English usage, spelling, grammar, and punctuation to carry out assigned duties is required. Knowledge of Spanish or Mandarin is desirable but not a requirement.

**OTHER DUTIES:** *(include but are not limited to the following)*

- May be exposed to confidential and privileged information during the course of duties, which should be maintained as such.
- Performs other related duties as required.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Position also requires remaining stationary at a keyboard for extended periods of time and continuously operating a computer and other office productivity machinery and equipment, such as a telephone, camera, copy machine and printer. The incumbent may be exposed to fumes, dust, and air contaminants.

Position requires ability to hike and talk to a group for an extended amount of time, manipulate objects and demonstrate small, precise movements repetitively in keeping records and preparing reports. Additionally, position may occasionally be required to lift, carry, push, and pull materials and objects weighing up to 15 pounds.

Position may be required to work varied hours, which may include evening hours, weekends, and holidays. Additionally, position may be required to work in inclement weather conditions and outdoors exposed to inherent elements found in nature.

Position is required to wear a Habitat Authority uniform when providing direct programming and presentations. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

## Typical Qualifications

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Recreation Outreach Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible supervisory experience in the organizing and implementation of similar recreational services and programs, and a bachelor's or master's degree with major course work in recreation, biology, communications, education, environmental studies, or related field.

### **License/Certificate:**

Possession of a valid Class C California driver's license. Possession of or ability to obtain CPR and First Aid certifications within three months of start date and before performing outdoor community programming. Certification as Certified Interpretive Guide is highly desirable, but not required.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

### **Knowledge of:**

Basic understanding of native plants, animals and ecosystems of Southern California.

Knowledge of the parks and recreation field; effective outdoor educational and teaching skills, effective verbal and written communication skills; modern principles, practices, methods, equipment, and materials used in the delivery of recreation services, volunteers and special events; program content for specialized community activities; principles and practices of program and budget development, administration, and evaluation; principles and practices of contract

administration and purchasing; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable Federal, State, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; and occupational hazards and standard safety practices.

**Ability to:**

Supervise and oversee the delivery of recreation services, volunteer programs, educational programs, and special events; design, develop, and implement programs suited to the needs of the community population assigned to serve; develop, present, track and administer a budget; coordinate, develop, and conduct training programs for volunteers; plan, organize, train, evaluate, and direct work of assigned staff; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships. Recruit, orient, train, place and retain volunteers.

**Skill to:**

Operate an office computer and a variety of word processing and software applications and email.

## Supplemental Information

**Medical:** Applicants will be required as a prerequisite to employment to successfully pass a physical examination, including a drug screen, the cost of which will be paid by the Habitat Athority.

**Selection/Exam Process:** The person selected will be expected to perform all the functions of the position. Based on a review of the applications and the supplemental applications received, the candidates appearing to be the most qualified and meeting the Habitat Athority's particular needs will be invited in writing to the exam process. A candidate must achieve a passing score on each exam to proceed to the next exam.

**Exam Information:** (Dates to be determined.)

Panel Oral Interview: 100%

A resume and cover letter tailored to this position with demonstrated experience are required for application.

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

**The City of Whittier and Habitat Authority are Equal Opportunity Employers.**

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**Employer**

City of Whittier

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