

CITY OF GILROY IS HIRING

RECREATION SUPERVISOR

Recreation Division – Administration

\$7,688.00 - \$10,817.89 Monthly Plus Excellent Benefits!

Additional steps (Step F, Step G, and Step H) included in the salary range listed above are available to employees in this job classification after completion of five years of service (Step F), ten years of service (Step G), and 15 years of service (Step H), and one year at the prior step, and good performance evaluation. Initial salary placement is typically at the entry point of the range unless the candidate has prior Recreation Supervisor experience which may warrant initial placement at a higher step.

This is a full-time, on-site position, designed for direct collaborate on with the team and active participation in daily operations.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity and inclusion. Join our team!

ABOUT THE POSITION

This is a dynamic, journey-level supervisory opportunity within the Recreation Division, ideal for a motivated professional who is passionate about community impact and program leadership. As a Recreation Supervisor, you will take an active role in shaping and delivering programs and services that bring people together and enhance the quality of life in Gilroy. This position offers the opportunity to lead diverse program areas, influence program development, and contribute to initiatives that promote health, wellness, and community connection.

In this role, you will provide day-to-day leadership and support to full-time, part-time, and volunteer staff, fostering a collaborative and high-performing team environment. You will oversee program operations from planning through evaluation, including coordinating logistics, managing facility use, monitoring budgets, and identifying opportunities for improvement. You will also build and maintain strong partnerships with schools, community organizations, and local agencies to expand programming and ensure services remain responsive to the evolving needs of the community.

This position is well-suited for a proactive and adaptable leader who thrives in a fast-paced, service-oriented environment. You will have the opportunity to develop innovative programs, lead community-focused initiatives, and play a visible role in delivering events and services that make a lasting impact. The role requires flexibility, including the ability to work evenings, weekends, and holidays, as needed to support programs and events.

ABOUT THE DEPARTMENT

The Recreation Division is dedicated to delivering inclusive, high-quality programs and services that enrich the lives of the Gilroy community. Grounded in teamwork, strong customer service, and clear communication, the team works collaboratively to create meaningful experiences for residents of all ages. The Division oversees a wide range of offerings, including adaptive, youth and adult sports, senior services, cultural arts, special events, summer camps, and volunteers while also managing City recreation facilities and community spaces to ensure safe and accessible use.



APPLICATION CLOSING DATE:

April 23, 2026

ORAL BOARD

May 12, 2026

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following **required** items with your electronic NEOGOV application:

- Complete application with responses to Supplemental Questions is required
- Detailed resume focusing on relevant work experience and education is required
- A cover letter expressing your interest in this position is required

Apply at

www.CityOfGilroy.org/jobs



THE IDEAL CANDIDATE WILL

- Strong leadership and supervisory ability, with a proven track record of developing staff, setting clear expectations, and fostering a high-performing team environment
- Experience planning, implementing, and evaluating recreation or community-based programs, with the ability to ensure quality, efficiency, and impact
- Be a high-energy individual who is excited about providing recreation services to a diverse community
- Excellent communication and interpersonal skills, with the ability to build trust and maintain effective relationships with staff, community partners, and the public
- Be engaged and communicative with employees, motivate for top performance, and able to hold employees accountable.
- Highly organized with strong project management skills, able to manage multiple programs, events, and priorities simultaneously
- Ability to coordinate complex logistics, including facility scheduling, event planning, and program operations
- Customer service-driven, with the ability to respond to inquiries, concerns, and complaints professionally and effectively
- Experience working collaboratively with schools, nonprofits, and community organizations to expand programs and services
- Ability to analyze program performance and implement improvements based on feedback, data, and community needs
- Knowledge of safety practices and risk management in recreation or community program settings
- Proficient in using technology and software systems to support program operations, communication, and reporting
- Adaptable, proactive, and solutions-oriented, with the ability to respond to changing priorities and community needs
- Committed to fostering inclusive, equitable, and community-centered programs and services
- Flexible and dependable, with the ability to support programs and events outside of standard business hours as needed



FIRST YEAR PRIORITIES

- Plan, coordinate, and successfully deliver the Great Garlic 5K Fun Run/Walk, including event logistics, vendor coordination, and community outreach
- Develop and implement approximately 15 themed lunches for the Senior Nutrition Program (e.g., St. Patrick's Day, Fourth of July, Halloween) to enhance engagement and participation
- Organize and execute the Breakfast with Santa event, ensuring a high-quality, family-friendly experience
- Lead the planning and delivery of the annual Senior Health Fair (May), including partnership development and resource coordination to support community wellness
- Evaluate existing recreation and senior programs to identify opportunities for enhancement, increased participation, and improved service delivery
- Strengthen partnerships with local schools, nonprofits, and community organizations to expand programming
- Enhance marketing and outreach efforts (activity guide, social media, and promotional materials) to increase program visibility and engagement



QUALIFICATIONS

- A Bachelor's degree from an accredited college or university in recreation, physical education or a related field of study.
- Two (2) years full-time experience in a related recreation or social service setting such as a municipal recreation department, related recreation not-for-profit organization, related recreation provider such as the YMCA, Boys & Girls Club, or other similar organization, that has included formal supervisory responsibilities (interview, hire, discipline, evaluate, etc.).
- Strong computer skills including Microsoft Office Suite software programs such as Outlook, Word, Excel, PowerPoint, and Publisher.
- Strong verbal and written communication skills to perform assigned work.
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles(s).
- Valid tuberculosis (TB) certificate.
- Must be available to work a varied schedule, evenings, weekends, and holidays.
- Possess (within 6 months of hire) and maintain a valid First Aid and CPR/AED certification.
- Pass a post-offer medical examination, which includes a drug test.
- Pass a background check for employment, including a Department of Justice criminal record check.
- Prefer non-tobacco user.
- Bilingual (English/Spanish) desired, but not required.

JOB DESCRIPTION & ILLUSTRATIVE EXAMPLES OF WORK, CLICK HERE:
[Recreation Supervisor](#)

REPRESENTATION:

American Federation of State, County, and Municipal Employees (AFSCME), Supervisory Unit Local 101

BENEFITS OFFERED:

May vary based on position and MOU. See more at information at: www.cityofgilroy.org/164/Benefit-Summaries

- Medical, dental, and vision
- Vacation leave, sick leave, and other paid time off
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen (includes testing for psychoactive marijuana metabolites).

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

**Human Resources can be reached
at: (408) 846-0228**

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- A complete application with responses to Supplemental Questions is required
- Cover letter that explains your specific interest in this position with the City of Gilroy is required
- Detailed resume focusing on relevant work experience and education is required

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online:

Go to www.CityOfGilroy.org/jobs. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen (to include testing for psychoactive marijuana metabolites), given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.

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