



City of Arcadia Recreation Supervisor

SALARY	\$40.46 - \$50.54 Hourly \$7,013.00 - \$8,760.00 Monthly \$84,156.00 - \$105,120.00 Annually	LOCATION	CA 91066, CA
JOB TYPE	Full-Time	JOB NUMBER	26-09
DEPARTMENT	Arcadia Recreation & Community Services Department	OPENING DATE	04/20/2026
CLOSING DATE	5/8/2026 11:59 PM Pacific		

Description

ABOUT ARCADIA

Nestled along the rolling foothills of the San Gabriel Mountains and Angeles National Forest, Arcadia is a charming, family-oriented community with a population of just over 57,000. Located only 13 miles east from downtown Los Angeles, regional transportation networks like the Metro Gold Line connect Arcadia as a premier residential, shopping, and entertainment destination in the San Gabriel Valley. Arcadia is known for its top-rated schools, iconic landmarks, and serene neighborhoods. Arcadia is an award-winning community having been twice named as the Best City in California in which to Raise Kids and has been recognized as a business-friendly City in Los Angeles County.

With many exciting new developments underway including the downtown revitalization around the Metro A Line Station, new hotels, affordable housing projects, and a thriving regional shopping mall, joined with the conveniences and amenities of a full-service, mid-size city, Arcadia's "Community of Homes" provides a quality of life that will go Above and Beyond your expectations!

ABOUT US

The Recreation & Community Services Department is seeking an organized, data-driven, and innovative individual who is passionate about serving the community. The ideal candidate will be an effective communicator with a strong background in recreation programming and have the ability to oversee a variety of staff and contractors.

This individual will demonstrate exceptional patience, strong interpersonal skills, and persistence when working with diverse populations, while balancing fairness and assertiveness and promoting a cooperative working environment.

This position may support homeless services, youth and adult sports, senior programming, and special events, as well as related community outreach initiatives, fostering an inclusive and engaging environment for all participants.

If you enjoy working with a team that inspires you to "Go Above and Beyond," we invite your application!



DESIRED QUALITIES

- Data-driven and organized
- Excellent interpersonal and communication skills
- Adaptable
- Dependable
- Team player

WHAT WE OFFER

- CalPERS retirement plan
- Matching contribution of \$300/month towards deferred compensation
- Three tier monthly benefit allowance of up to:
 - \$866 Employee only coverage
 - \$1,550 Employee +1 coverage
 - \$2,150 Family Coverage
- City paid Vision Plan for employee and eligible dependents
- City paid Life Insurance, Accidental Death & Dismemberment, and Long-Term Disability
- Expected salary increase of:
 - 5% effective 07/01/2026
- Bilingual pay
- Longevity pay
- Tuition reimbursement/advancement upon completion of probationary period

Note Regarding Salary: Newly hired candidates typically start at the first step of the salary range (Step A); however, a higher step within the salary range may be negotiated based on the candidate's qualifications, experience, and skillset.

RECRUITMENT PROCESS AND IMPORTANT DATES

Application Submission Deadline: Application filing period will close at 11:59 PM on Friday, May 8, 2026.

Qualifications Appraisal Interviews (100%): Week of May 18, 2026 (Tentative).

DEFINITION

Under direction from the Director of Recreation and Community Services, to supervise, assign, review the work of staff responsible for providing recreation services and activities in the department. Current programs by the department are: Contract classes, senior programs and services, youth programs and services, volunteer programs, aquatic programs, facility maintenance and reservations, park and field allocations, excursions, nature center reservations and activities and department and community wide special events.

Examples of Duties

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical staff, volunteers and indirectly supervises clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing community and recreation services and activities.

Participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Maintain and review records of schedules, program participation, monies received, expenditures, accidents, vandalism, and contract programs.

Supervise paid and volunteer staff.

Supervise the operation of programs and activities under areas of responsibility. Make recommendations for new/improved programming as necessary.

Supervise the preparation and distribution of recreation publicity including press releases, brochures, pamphlets, flyers, and printed schedules.

Research, requisition, purchase, deliver, and issue equipment and supplies for program operation.

Develop clear and concise reports including information for staff reports, analysis of programs, new program proposals, information for grants, and financial reports.

Organize various programs and special events.

Provide technical staff support to the Department's Commissions and various service boards.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing community and recreation services; implement policies and procedures.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.

Schedule facilities, transportation, and appropriate activity supervision.

Respond to and resolve inquiries and complaints.

Participate in City meetings /committees as assigned.

Participate in community meetings to discuss and evaluate program techniques and content; evaluate community needs and interests; prepare community surveys; recommend new recreation programs to meet community needs.

Prepare promotional materials, program evaluations, correspondence, and reports.

Monitor the use of City recreation facilities by user groups, assisting and enforcing established rules of facility use and participant conduct.

Prepare and deliver effective oral presentations to civic, social, and business groups; consult with business, school officials, social and service groups and the public regarding programs and facilities.

OTHER JOB RELATED DUTIES

Solicit contributions of funds, materials, equipment, and prizes for special events and recreation programs.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive recreation program.

Principles of supervision, training, and performance evaluation.

Procedures, methods, and techniques of recreation program development, administration, and promotions.

Rules, practices, techniques, and equipment used in specialized recreation activities.

Basic marketing techniques to increase attendance and promote programs.

Techniques used in public relations.

Principles of budget preparation and control.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Perform professional-level recreation program planning, scheduling, and implementation.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Analyze and evaluate community needs and work with community organizations in developing recreation programs.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications

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Experience:

Four years of progressive responsible recreation programming and budgeting experience including supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, physical education, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, CPR and first aid certification.

Possession of, or ability to obtain, FEMA training certificates.

Supplemental Information

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Application:

A fully completed online application is required to be submitted. Incomplete, late, emailed, faxed and hard copy applications are not accepted. Resumes are not considered in lieu of the required online employment application. All certificates, resumes, cover letters, and other documents requested by the City for the position advertised, must be uploaded with your online application.

The Selection Process:

All applications will be reviewed and evaluated. Those candidates who are determined to be best qualified based upon the information presented on the application materials will be invited to continue in the selection process which *may* include a qualifying written or performance evaluation and will include an interview weighted 100%. The City reserves the right to limit the number of interviews conducted. Candidates will be notified via e-mail or telephone if they qualify to move to the next step in the selection process. The interview score will determine ranking on the eligibility list and will remain in effect for one year.

Pre-employment background and medical examinations are additional requirements for hire. Failure on any part of the selection process will result in removal from the recruitment process.

Please Note: If you have a health or medical condition or a sincerely held religious belief that may require that the City provide you with an accommodation in either the selection process or the performance of your duties, please notify Human Resources in writing when you submit your application.

Employer

City of Arcadia

Address

PO Box 60021

Arcadia, California, 91066-6021

Phone

626-574-5405

Website

<http://www.ArcadiaCA.gov>