



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950

www.cityofhawthorne.org

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

ASSISTANT RECREATION SUPERVISOR

(FULL-TIME/CLASSIFIED)
AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT: COMMUNITY SERVICES

SALARY: \$6,207 - \$9,154 (Range 30) Monthly Effective July 1, 2026
New hires typically start at step 1P

FILING DATE: Open: Monday, June 22, 2026
Closes: Open Until Filled

EMPLOYMENT APPLICATION:

https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment

This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.

Our City

Proudly Serving the Community for over 100 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

THE POSITION

The Assistant Recreation Supervisor works under the Deputy Director of Community Services and Community Services Manager and/or designee. Under general direction, performs professional recreation work of supervisory level in the development and direction of a variety of recreation activities; assists in preparing city-wide programs; aquatics; senior center; homeless service and does other related work as required. The Assistant Recreation Supervisor may work with many local groups. The Assistant Recreation Supervisor may supervise full time and part time recreation staff, seasonal employees, and volunteers, as assigned. The incumbent should have a customer-focused mentality with the ability to foster relationships and provide excellent customer service to residents.

ESSENTIAL FUNCTIONS

The following is a list of typical duties assigned to the Assistant Recreation Supervisor. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Plan and supervise programs for use at a recreation center or large play area.
- Work with groups and community leaders in developing recreation programs.
- Coordinates recreation staff in the development and implementation of community recreation programs.
- Develop programs and conduct classes in a variety of fields including arts and crafts, sports and other recreation activities.
- Manage volunteer leaders in the Community Services area.
- Determine the material and equipment required for the recreation center, senior, aquatics, and homeless
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other City departments, and the general public.
- Prepare for publication a variety of brochures, calendar, flyers and related communications regarding recreation programs.
- Make purchasing arrangements as needed.
- Acts as consultant or supervisor for special programs.
- Assist in the scheduling of activities at the Community Center.
- Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.
- Performs a variety of miscellaneous duties such as answering phone, pick up supplies needed for activities, conduct arts/crafts activities for children, make arrangements for rental and use of Recreation Building, setup table and chairs for classes, etc.
- Performs other related work as required.

Homeless Service

- Work with team members to assist homeless people in response to requests received and while performing outreach duties;
- Work to identify and investigate homeless situations based on requests received;
- Assist with outreach efforts, coordinate regular meetings of outreach teams and attend outreach events;
- Maintain appropriate program documentation and record information for evaluation and reporting purposes; and
- Maintain professional relationships with offices of local government, and City and County Departments.

Sports

- Working and communicating effectively with children, the general public, and other staff members;
- Supervising and planning the implementation of sports, games, and other child friendly activities;
- Organizing and implementing sports programs at a designated site or facility; and
- Promoting and developing the sports activities and services of the recreation department.

Parks Programs

- Coordinates scheduling of part – time employees; schedules recreation parks programs and events.
- Administers all aspects of park programs, schedules and registration process, and related cash handling/payment procedures.
- Coordinates recreation staff in the development and implementation of community recreation programs.

Aquatics

- Supervise, promote, implement, and evaluate swimming pool maintenance, lifeguard training, and aquatic recreation programs and services.

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for aquatic recreation activities; implement swimming pool facility policies and procedures.
- Organize and schedule aquatic recreation activities such as swimming lessons, lifeguard services, and special events.

Senior Center

- Supervise and facilitate the use of the City's senior center facility.
- Evaluate the effectiveness of current senior programs and develop sound recommendations for new senior programs and services for the community with measurable outcomes.
- Perform a variety of duties related to the publicizing and advertising of senior programs and activities; prepare and/or coordinate the development of senior program events and activities publicity, including news releases, newsletters, flyers pamphlets, and brochures.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college in Recreation, Physical Education or closely related field.
- Two (2) years of experience in the field of recreation.
- Two (2) year of experience working in a lead or supervisory capacity.

LICENSING

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.
- First Aid and CPR certification.

For more information on duties and responsibilities of the job classification, see our class specifications on our website.

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application.** Incomplete applications will be rejected from consideration.

The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

TESTING & SELECTION PROCESS

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349-2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

VETERANS' PREFERENCE CREDIT

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

COMPENSATION AND BENEFITS

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Municipal Employee Association (HMEA) Memorandum of Understanding. Benefits may change due to employer-employee negotiations. Eligible City employees will participate in a defined benefit retirement plan administered by California Public Employees' Retirement System (CalPERS).

For additional details, refer to the City's website: www.cityofhawthorne.org under MOUs & Salary Schedules.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

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