

Employment

RECREATION LEADER

Now accepting applications - Open until filled

The Rim of the World Recreation and Park District is now accepting applications for Part-Time Recreation Leaders for the 2021 Summer Day Camp program at Lake Gregory Education and Community Center. All applicants must have experience working with children, talking to parents, and administering daily activities/programs in a nurturing yet, fun, and enthusiastic disposition. Existing CPR/First Aid Certificate a plus. Applicant must be willing and able to travel across the Rim Mountain Community for different Park District Program Sites and locations. Position could lead to Recreation Site Leaders for our Before and After School Program in the fall. Applications are available online (download below), at the Park District Office, or send a request for job application to info@rim-rec.org. **Please call the Park District Office, (909) 337-PARK (7275) if you have any questions.**

[ROWRPD-Employment-Application-Fillable.pdf](#)

GENERAL MANAGER POSITION

Now accepting applications - **Open until filled**

The Position – The Rim of the World Recreation and Park District, located in the beautiful San Bernardino National Forest with its office in Rimforest, California is recruiting for a **General Manager** experienced as a senior professional in the field of Recreation and Parks with high-level leadership role skills in a growing public sector agency. The District is looking for a candidate who is a self-starter and who excels at working with members of the community and public officials in helping provide excellent service to the Rim of the World communities.

If you are interested, the Rim of the World Recreation and Park District Board of Directors would welcome your application to be the next General Manager.

The General Manager reports directly to the highly engaged five-member elected Board of Directors and is responsible for establishing and implementing all District policies/procedures and directives as approved of the Board. As such, the General Manager plans, organizes, and manages all activities of the District, including, but not limited to, goals, administrative functions/policies, recreational programs, annual budgets/financial audits, the five-year capital improvement plan, the District's Strategic Plan, and regulatory matters as applicable. The General Manager is supported by subordinate managers and dedicated staff assigned to various District tasks.

The General Manager position requires a collaborative, seasoned professional who will adhere to the District's culture of transparency, teamwork and teambuilding, accountability, innovation, empowerment, and exceptional service to its customers. The General Manager is expected to attend all meetings related to the functions of the District, including attending community organization meetings to promote and advertise the District programs and events. For a full list of current Recreation and Park Facilities and Programs visit the District's webpage www.rim-rec.org.

This is a full-time, exempt position. Preference will be given for willingness to live in the local San Bernardino National Forest communities.

The Rim of the World Recreation and Park District

The Rim of the World Recreation and Park District is located in the beautiful San Bernardino National Forest and encompasses a vast area of approximately 110 square miles, or more than 70,000 acres. Boundaries of the Park District include the unincorporated communities of Lake Gregory, Crestline, Twin Peaks, Blue Jay, Lake Arrowhead, Rimforest, Agua Fria, Deer Lodge Park, Cedar Glen, Skyforest, Enchanted Forest, Fredalba, Smiley Park, Running Springs, Green Valley Lake, and Arrowbear Lake. In general, the San Bernardino Mountains is one of the most densely populated mountain areas within the country and is the most densely populated urban forest west of the Mississippi River. The District's area includes uses oriented to tourists and seasonal residents, as well as year-round residents. The District currently has a year-round permanent population of approximately 35,000 to 40,000 residents. However, the large seasonal population factor can approximately double the peak population to an estimated 80,000.

The Ideal Candidate – The ideal candidate will possess the following attributes, including extensive experience and background related to “California Recreation and Park District Law” (Public Resources Code 5780 et. seq.) and administration, plus five years' experience as General Manager or an equivalent position with a Park District and/or similar Agency/Organization.

Strong collaboration and communication skills, with a clear vision and direction related to the future of California Recreation and Park Districts.

Proven leadership experience in administrative management, both organizational and cultural, and specific experience in working directly with the public.

Strategic, long-term, and inclusive thinking, with skills in analyzing policy and organizational issues from all viewpoints.

Proficiency with community and customer service.

Currently a senior leader, department head, or assistant general manager with a Park District or similar agency.

Strong skills in financial planning and generally accepted accounting principles, including budget preparation, working directly with auditors, monthly financial report examination and analysis, expense review and authorization/approval, and cash-flow/reserve monitoring.

Possession of an advanced degree in recreation, business, or public administration.

Compensation/Benefits

\$84,000 per year, negotiable - depending on qualifications, \$1,200 per month flex-pay plan, contribution towards 457 Plan, generous vacation and PTO plans, and car allowance.

Recruitment Process

This position will be open until filled. Qualified candidates are invited to submit a Letter of Interest and a focused résumé detailing their recent (within the past ten years) experience and demonstrated career accomplishments relevant to this position to kreams@rim-rec.org – Karen Reams (cell number 951-235-2459, EDT).

- Qualified candidates will be invited to interview before the Rim of the World Recreation and Park District Board.

Employment Information

1. Employment offers are normally made following the Board of Directors interviews and conducting of a reference check and are always contingent upon successful completion of a job-related pre-employment physical exam, which may include a drug screen, as well as a security background check. These exams are administered by the District at no cost to the applicant. All district employees are subject to the District's drug and alcohol policies.

2. Employment is made contingent upon verification of identity and legal right to work in the U.S.A. pursuant to federal law, and the signing of a loyalty oath pursuant to state law.

Note: The information contained in this announcement is subject to change without notice and does not constitute either an expressed or implied contract.