

STRAWBERRY RECREATION DISTRICT

118 East Strawberry Drive | Mill Valley | California 94941
Tel # (415) 383-6494
Fax # (415) 383-6635

Website: strawberry.marin.org

RECREATION SUPERVISOR – YOUTH PROGRAMS, FIELD RENTALS & MARKETING/CO-CAMP DIRECTOR – Exempt

Salary Range: \$75,000 – \$90,000

Strawberry Recreation District is a state special district, located in Mill Valley, CA. The Mission of the Strawberry Recreation District is to enrich the quality of life for our community by providing a variety of recreation activities, parks, and facilities that promote health and wellness, learning, and fun. The District has an Aquatics Facility, playing fields, four tennis courts, a large building with meeting rooms and open basketball gym, playground, picnic areas, and pocket parks throughout the local area.

*****MUST LIVE WITHIN OR BE ABLE MOVE TO A REASONABLE COMMUNTE DISTANCE. EMPLOYER DOES NOT PAY RELOCATION FEES.***

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION – PRIMARY ROLE

Under general supervision and direction of the General Manager, the Recreation Supervisor is responsible for

- 1) Coordinating and assisting with the planning, promoting, developing and organization of a variety of youth recreation programs for school-age, pre-school, & teens
- 2) Co-Direct day camp programs, pricing, camp budgets, equipment, special events, content and activities during summer and holiday camps
- 3) Coordinate youth sports leagues and enrichment programs including afterschool programming
- 4) Coordinate and grow field rentals and field programs
- 5) Manages relationship with Independent Contractors

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6) Coordinate and create marketing/advertising for department & district programs, uses social media to promote programs

7) Hires, trains, & coaches youth program and camp staff

8) Become fully knowledgeable of district program management software and graphics programs, competent in use of computers, email, MS Word & Excel

Position requires hiring, supervision and evaluation of camp & program employees, interaction with parents, ensuring the safety, well-being of staff and program participants, communication, behavior management, scheduling, quality/quantity of activities, adherence to and with health and safety guidelines, including Covid-19 protocols.

Support and work with all District staff in the interest of promoting programming and providing quality customer service for all patrons.

Must demonstrate positive, professional role modeling always, acting in a manner that is consistent with SRD policies, Code of Conduct and the philosophy, goals, and objectives of the Strawberry Recreation District.

ASSISTS WITH:

- 1) Adult recreation and enrichment programs
- 2) Adult sports leagues
- 3) Special Events, including development, planning set-up, staffing and work during event
- 4) Building rentals
- 5) Assists in aquatics facility and other district departments as needed
- 6) Participates in district meetings, department budgeting,

EMPLOYMENT STANDARDS

- 1) Communicate effectively and tactfully with those contacted during business including participants, staff, parents, and the public

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- 2) Write clearly and concisely
- 3) Demonstrate leadership skills and maintain a professional demeanor
- 4) Ability to demonstrate problems solving skills, including identifying/defining problem, generate alternative solutions and implement best alternatives
- 5) Accept constructive criticism and direction from managers and directors
- 6) Understand and follow oral and written instructions
- 7) Maintain a clean and orderly work site
- 8) Have or attain First Aid/CPR certification and complete other training courses required

EDUCATION & EXPERIENCE:

- 1) Minimum of two years supervisory experience required, 3+ years preferred
- 2) 4-year college degree is preferred
- 3) Have professional written and verbal skills for effective communication
- 4) Ability to read, write business correspondence, perform mathematic equations

SPECIAL REQUIREMENTS/CONDITIONS:

License/Certificate: Valid California class C driver license.

Background Investigation: LiveScan fingerprinting/background check is required

Eligible to work in the US: Required

Special Working Conditions: Some positions may involve exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings, and the possibility of administering first aid, which may involve exposure to infections that might cause

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chronic disease or death. Must be able to stand for periods of time, lift a minimum of 25 pounds, sit on the floor and climb stairs.

Other Special Requirements: Availability to work variable schedules including early mornings, evenings, weekends, and holidays. Some overtime maybe required and is subject to FLSA rules and regulations.

SRD is an equal opportunity employer and does not discriminate

Email resume and cover letter to Nancy Shapiro: gm@strawberryrec.org