



City of Calabasas Recreation Supervisor (Aquatics)

SALARY	\$94,772.34 - \$118,357.98 Annually	LOCATION	Calabasas, CA 91302
JOB TYPE	Full-Time	JOB NUMBER	202300096
DEPARTMENT	Community Services Department	OPENING DATE	07/27/2026
CLOSING DATE	8/17/2026 11:59 PM Pacific		

Description

Definition:

Under the direction of the Community Services Director, Deputy Director or Recreation Services Manager, organizes, supervises, and conducts overall recreational program activities at one facility for the community and provides highly responsible leadership in the aquatics/fitness division of the Calabasas Tennis and Swim Center.

Examples of Duties

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- Supervises the day-to-day operations of aquatic and fitness programs for the Calabasas Tennis and Swim Center.
- Plans, organizes, and directs community-wide recreation programs involving classes, day camps, facility special events, and other recreation programs.
- Prepares publicity releases and speaks to community groups and schools to promote participation in scheduled activities.
- Inspects facilities to ensure they are ready for their intended use.
- Maintains facility use controls.
- Evaluates program attendance, participant responses and costs; maintains related records and prepares reports; and makes recommendations regarding the continuance or cancellation of programs.
- Requisitions and maintains an inventory of recreational equipment, supplies and materials and controls their use.
- Supervises the collection and accounting of fees for program registration; prepares budget recommendations for the allocation of personnel, supplies, and equipment for program activity areas; participates in budget administration; submits purchase requisitions for supplies and equipment; negotiates and prepares contracts for contract instructors.
- Schedules, supervises, trains, and evaluates subordinates.
- Advises, and otherwise assists, the Community Services Director, Deputy Director, Recreation Services Manager, and other City personnel regarding recreation program issues.
- Develops program content and produces publicity and promotional material for the Tennis and Swim Center programs.
- Performs other related duties as required.

Typical Qualifications

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles, practices, and operations of public recreation, aquatics, fitness, and wellness programs.
- Aquatic facility operations, including pool safety, water quality standards, equipment, maintenance coordination, and emergency procedures.
- Fitness center operations, including equipment safety, preventative maintenance, member services, and group exercise programming.
- Applicable safety regulations, risk management practices, emergency response procedures, and first aid techniques.
- Principles, techniques, operations, maintenance, and equipment of public recreation.
- Programming recreational activities.
- Record keeping and reporting procedures.
- First aid practices and techniques.
- Recreational activity instruction principles and techniques for all age groups.
- Principles of supervision, training, performance appraisal and budgeting.
- Principles of organization, management, and personnel supervision.

Skill and Ability to:

- Plan, organize, coordinate, and oversee aquatic, fitness, wellness, and recreational programs and facility operations.
- Supervise the safe and effective operation of pools, fitness areas, locker rooms, and related equipment and amenities.
- Monitor facility conditions, equipment performance, safety practices, and maintenance needs and coordinate corrective action when necessary.
- Ensure staff maintain required certifications and follow established safety, emergency response, and customer service procedures.
- Build positive relationships and secure the cooperation of participants, staff, contractors, community partners, and individuals of all ages and abilities.
- Organize, work with, and secure effective cooperation of all age groups.
- Achieve results through work planning, implementation and follow-up.
- Instruct individuals and groups and participate in recreational and social activities within a flexible work schedule.
- Communicate clearly and concisely both orally and in writing.
- Create and implement new concepts in programs and activities.
- Prepare and maintain a variety of records and reports.
- Plan, organize, develop, coordinate and supervise a facility and area recreational program.
- Supervise, train, and evaluate subordinates.

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be a Bachelor's degree from an accredited college or university in leisure studies, recreation administration, physical education, or a related field and two years full time employment in a supervisory capacity overseeing a multi-use recreational facility.

Licenses and Certificates:

Possession of a valid California driver's license and live-scan fingerprinting clearance required, as well as First Aid and CPR certifications. Water Safety Instructor, Lifeguarding instructor and Aquatic Facility Operator certifications are

required.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings
- Will be required to work evenings, weekends, and holidays.

Employer

City of Calabasas

Address

100 Civic Center Way

Calabasas, California, 91302

Phone

818-224-1667

Website

<https://www.cityofcalabasas.com/>