

# WE'RE HIRING!



**Park Supervisor**  
**Apply by: August 16<sup>th</sup>, 2026**



# PARADISE RECREATION AND PARK DISTRICT

Paradise Recreation and Park District (PRPD, District) is an independent special district that has served the Paradise Ridge community in Butte County, California, since 1948.

PRPD serves the Town of Paradise as well as the surrounding communities of Magalia, Butte Creek Canyon, and Concow, covering approximately 165 square miles. The District manages both developed parks and natural open spaces, providing residents and visitors with access to playgrounds, trails, sports fields, picnic areas, swimming pools, and other recreational facilities. PRPD also works to preserve the area's natural beauty while promoting outdoor recreation and environmental stewardship.

In addition to maintaining parks and open spaces, PRPD offers a wide variety of recreational programs for people of all ages and interests. These include youth sports, summer camps, aquatics, preschool activities, senior programs, fitness classes, community events, and educational workshops. The District also partners with local schools and community organizations to expand recreational opportunities and strengthen community connections. Through its programs and ongoing park improvements, PPRD plays an important role in supporting health, wellness, and a high quality of life for residents throughout the Paradise Ridge region.

## Mission & Purpose

Enhancing the Quality of Life Through People, Parks, and Recreation

The Paradise Recreation and Park District provides a well-rounded, wholesome program of leisure time activities for the people residing in the District. The District accomplishes this with the development of supervised programs, construction and maintenance of recreation facilities, park facilities, and cooperative efforts with other area organizations.



# The Facilities

PRPD is made up of 165 + square miles with two swimming pools, a lake, two recreation centers, six parks, and multiple undeveloped locations - full of potential. The varied landscapes from Concow to the Paradise Ridge to Butte Creek Canyon and beyond are within the District's scope. From state-of-the-art buildings with modern audio/visual capabilities to parks with pollinator gardens and picnic facilities, each location comes with unique assets.



## The Staff and Budget

- District Manager manages the District and reports to an elected 5-member Board of Directors.
- 18 Full-Time Employees
- 24 permanent part-time employees
- 40 seasonal employees.
- Budget for FY 2026-27 is \$6,197,100.00.
- Grant income since 2019 is roughly 13 million.

## The Position

The Park Supervisor performs responsible, professional work at a hands-on administrative level by supervising staff (10 full-time and 13 part-time), projects, and activities that continuously improve District parks and facilities. This work includes but is not limited to maintenance of existing District parks and facilities, construction and oversight of new amenities, landscape management, equipment repair and operation, pesticide application, and management of maintenance personnel. Uses professional judgment to initiate projects that better serve District residents and program needs while maintaining a safe and inviting environment. Performs purchasing for maintenance budget items while following District policy and acting as a responsible steward of public funds. This position will work closely with a forthcoming Facility Event Supervisory hire to manage group rentals of our facilities.

# THE IDEAL CANDIDATE

The District seeks a dedicated, organized, experienced, and community-focused leader with a strong commitment to maintaining safe, clean, and welcoming parks for all visitors.

## Attributes and Core Competencies

The Park Supervisor must be skilled in planning and coordinating maintenance activities, overseeing facility operations, construction projects, wildland or developed park management, managing contracts, resources, and fostering positive relationships with employees, volunteers, community partners, and park visitors. Effective communication, sound decision-making, and the ability to respond calmly to emergencies.

A successful Park Supervisor demonstrates a strong combination of leadership, organizational field experience, and interpersonal skills to effectively manage park operations, staff, and public resources. Key attributes include integrity, accountability, adaptability, and a commitment to public service, ensuring that parks remain safe, welcoming, and continuously improving. Core competencies include team leadership, project and budget management, customer service, conflict resolution, regulatory compliance, and environmental stewardship.

## Qualifications: Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree in park management, landscape horticulture, or related field, or an AA degree with at least two (2) years of additional experience
- At least four (4) years of experience in park operations or related field, including three (3) years in a supervisory or mid-supervisory capacity
- Expertise in one (1) of the construction trades, or landscape maintenance
- Basic engineering and design experience



# COMPENSATION AND BENEFITS

The hourly rate for this position is \$37.96 (\$78,956 annually). This is the first step in our salary scale, and once you satisfactorily complete your first year and review, you may be eligible for a step increase. The last step in the salary scale ends at \$48.18/hour (\$100,214 annually).

The District offers a competitive benefits package that includes:

- CalPERS retirement plan.
- Health plan - District covers 100% of the lowest premium for employee (higher plan is available, employee paying the difference)
- Dental/vision insurance - at the employee cost.
- Term life insurance - District offers at employee's cost.
- Optional Deferred Compensation 457 Plan.
- Sick leave - 12 days annually.
- Paid Holidays - 16 days.
- Vacation Leave - Vacation leave - 12 days (years 1-5, increases at 6 and 16 years).



## APPLICATION AND SELECTION PROCESS

Closing date is 11:59 pm Pacific Daylight Time  
Sunday, August 16, 2026.

To be considered, submit an application, cover letter, resume, and references to

[shoffman@paradisepd.com](mailto:shoffman@paradisepd.com) with the subject line:  
"Park Supervisor Application."

For questions, contact Sarah Hoffman.

**1st Round Interview: September 2-3, 2026**

**Written Assignment Due: September 9, 2026**

**2nd Round Interview: September 14-15 2026**

