



Cordova Recreation & Park District Recreation Supervisor II - Youth Development

SALARY	\$39.75 - \$50.74 Hourly \$3,180.23 - \$4,058.87 Biweekly \$6,890.49 - \$8,794.21 Monthly \$82,685.90 - \$105,530.49 Annually	LOCATION	Hagan Community Center, CA
JOB TYPE	Full-time	JOB NUMBER	2026-00000627
DEPARTMENT	Recreation	OPENING DATE	10/08/2026
CLOSING DATE	11/4/2026 11:59 PM Pacific		

Description

Join a friendly, supportive and fun work culture where high standards are valued.

The Cordova Recreation & Park District (District) is seeking a creative, organized, and detail-oriented individual for the position of Recreation Supervisor II - Youth Development to organize, supervise, and promote youth development programming and a variety of additional recreational and social programs.

We are an award-winning agency that thrives on positive relationships and partnerships in our community.

This is a full-time position with a comprehensive benefits package that includes fully paid (base level plans) medical, dental, and vision for the employee and all eligible dependents along with participation in the CalPERS Retirement System.

Typical Work Schedule: *This position works a 9/8/80 schedule (a two-workweek schedule of eight 9-hour days, one 8-hour day, and one day off) and some weekends, holidays, and evenings along with the ability to be on-call as needed.*

Interviews will tentatively take place the week of November 16, 2026.

Summary Description

Under direction of the Recreation Superintendent, organizes, supervises, and promotes youth development programming and a variety of additional recreational and social programs; oversees day-to-day recreation program services and activities and may delegate or authorize assigned work to lower-level classifications; ensures work quality and adherence to established policies and procedures; and maintains effective public relations and customer service providing information and projecting positive image to the community-at-large.

Distinguishing Characteristics

The Recreation Supervisor II - Youth Development is the second level supervisory class within the Recreation Supervisor series. This class is distinguished from the Recreation Supervisor I classification in that the former has greater responsibility, autonomy, and discretion in planning and implementation of two or more key recreation programs such as aquatics, special events, youth development, sports, seniors, etc. In addition, this position manages a variety of facilities and locations and supervises varying levels of staff including but not limited to lower-level supervisors.

Who We Are

Established in 1958, Cordova Recreation & Park District is an independent special district governed by an elected Board of Directors.

We provide quality recreational programs, parks and services for our diverse and growing region. We currently operate over 50 parks and facilities across more than 600 acres of urban and open space. We also operate Cordova Golf Course which is a full-service 18-Hole course with a lighted driving range, pro-shop and lessons from PGA professionals. We host dozens of events throughout the year and provide athletic, educational and creative outlets for children and adults of all ages.

Who We Serve

We proudly serve communities within Sacramento County including the City of Rancho Cordova and the communities of Gold River, Larchmont, Mather, Riviera East, Rosemont and additional unincorporated portions of Sacramento County.

Learn more about Who We Are at <https://www.cordovarpd.gov/27/About-Us>

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Under the direction of the Recreation Superintendent, the Recreation Supervisor II - Youth Development shall perform the following essential duties:

- Assist the Recreation Superintendent in multiple aspects of managing and directing the department; may serve as the Department Head in their absence.
- Supervise the planning, development, and implementation of the assigned recreation programs, services, activities, facilities, and events for youth development, including youth camps, District preschool program, youth and teen center programming, home school and after school programs, grant-funded youth development initiatives and community barn operations.
- Participate in the development and implementation of District and Department goals, objectives, policies, and priorities; recommend and administer policies and procedures.
- Direct, coordinate, supervise and review the work plan for assigned recreation services and activities; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate, and evaluate recreation staff and volunteers; provide or coordinate staff trainings; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of assigned programs budgets; forecast funds needed for staffing, equipment, materials, and supplies; oversee fiscal transactions related to department's programs and operations; monitor and approve expenditures; recommend adjustments as necessary.
- Evaluate community needs and interests; prepare community surveys; ensure that facilities, programs, and activities are meeting the changing needs of the community; recommend new recreation programs to meet community needs.
- Serve as liaison with outside agencies to provide additional educational/recreational opportunities; oversee the contract compliance of varied organizations, entities, and customers.
- Monitor and schedule the use of recreation facilities by user groups; assist with or enforce established rules of facility use and participant conduct.
- Supervise and/or assist with the design, preparation, and distribution of recreation publicity including social media, brochures, pamphlets, flyers, and printed schedules.
- Maintain and review records related to program activities; prepare and submit reports, correspondence, and other written documents.

- Supervise collection and handling of fees, prepare and make bank deposits, and assist with audit of accounts.
- Research and apply for grants to provide supplemental funding to programs.
- Identify and cultivate sponsorship opportunities to further support programs.
- Lead community-wide special events as assigned.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.
- Perform related duties as required.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of comprehensive youth development programming and other recreation programs.
- Procedures, methods, and techniques of youth development programming and other recreational program development, implementation administration, and promotion.
- Recreational, cultural, and social needs for the community.
- Principles and techniques of organization, planning, and management.
- Recreation facility management operations and techniques.
- Project management methods and risk management programs.
- Program marketing and development.
- Public relations, marketing, and customer service techniques.
- The various recreation programs, registration procedures, and adherence to the policy manual.
- Principles of budget preparation and control.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable recreation-specific software applications and word processing, spreadsheets, databases.
- Mathematical principles.
- Principles and procedures of record keeping and filing.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Develop and deliver comprehensive year-round, high-quality recreational programs for all ages.
- Plan, schedule, direct, coordinate, and evaluate the work of subordinates.
- Develop effective marketing strategies.
- Plan, manage, and schedule recreational programs that meet the needs of the community.
- Participate in the preparation and administration of assigned budget.
- Provide quality services in a cost-effective manner and recommend improved methods of performing the work.
- Work with boards, commissions, and public groups.
- Manage projects and multiple priorities effectively.
- Safely perform the essential functions of the job.
- Respond to requests and inquiries from the general public.
- Respond to emergency situations in a calm and effective manner.
- Administer first aid and CPR, if certified.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Learn and use specialized recreational software.
- Prepare clear and concise schedules and reports.
- Maintain records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines: *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation management, leisure services, public/business administration, or a closely related field, and a minimum of two (2) years of experience working in a supervisory capacity. Exceptional experience may be substituted for some education.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of specialized certification(s) related to assigned program may be required.

Possession of, or ability to obtain, certification in First Aid and CPR within six months of employment.

Additional Requirements:

Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks.

Required to take and pass a drug screening.

Supplemental Information

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

Environment: Work is performed primarily in a standard office environment with some accomplished in an outdoor setting; frequent public and/or coworker contact; exposure to all types of weather and temperature conditions; work at various locations throughout the District; may be required to work days, night, weekends and holidays.

Physical: Sufficient physical ability and mobility to work in an office and outdoor setting; to work outdoors in all types of weather and be able to withstand frequent exposure to hot, wet, and/or humid conditions; to sit or stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; use of standard office equipment; to push, pull, lift, and/or carry objects up to 20 pounds; to make frequent decisions and maintain concentration with distractions and remain calm in emergency situations; frequent public and coworker contact; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Pre-Hire Requirements:

Before an employee is hired, they must successfully complete pre-employment requirements that may include, but are not limited to: fingerprinting and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background check, a clear tuberculosis screening, pre-employment drug screening, reference check, DMV check, licensure/certification check, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986.

How to Apply for this Position:

An applicant must submit an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached, but will not be considered in lieu of the required online application, unless

otherwise specified in the job announcement. The District reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURES

Initial Selection Review:

The Cordova Recreation & Park District reviews all initial application materials to identify qualified applicants. Applications will be screened against the criteria outlined in this job posting, the minimum qualifications, responses to the supplemental questions, and other needs of the position. The best qualified candidates will be invited to a series of panel interviews at a date that is to be determined.

Testing:

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

Americans with Disabilities Act (ADA) Accommodation:

In accordance with the Americans with Disabilities Act, anyone who needs reasonable accommodation to complete a job application, pre-employment testing, or a job interview, please contact the assigned recruiter. Cordova Recreation & Park District is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations for the hiring process.

Withdrawing from Recruitment Process:

Whenever an applicant chooses to withdraw from a recruitment process, they are required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions:

All questions regarding this position should be directed to the assigned recruiter.

NOTE: The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

Equal Opportunity Employer:

The Cordova Recreation & Park District is an Equal Employment Opportunity Employer.

Benefits

EMPLOYMENT CLASSIFICATION: Regular Full-Time, Exempt

SALARY: Employees are eligible for merit increases from 1 to 5 salary steps after the first year of employment, and thereafter annually based on their work performance and until they reach the top of their step salary range.

SOCIAL SECURITY: Authority employees are covered by Social Security; therefore, they are required to contribute (6.2%)

MEDICARE: Employees hired after March 31, 1986, contribute 1.45% to Medicare.

RETIREMENT: Employees are enrolled in a defined benefit retirement program under the CalPERS Retirement System as follows:

*If hired prior to December 31, 2012, 2% at age 55 retirement formula, employee contributions 7% of compensation earnable.

*If hired after December 31, 2012, without reciprocity, 2% at age 62 retirement formula, employee contributions 8% of compensation earnable.

DEFERRED COMPENSATION: Employees in regular or limited-term positions may at their choice participate in the District's CalPERS 457 deferred compensation plan.

MEDICAL BENEFIT: Employees have a choice of Sutter, Western Health Advantage or Kaiser medical plans. The District contributes 100% toward employee and dependent medical premiums for a High Deductible Plan with a generous employer contribution toward a Health Savings Account (HSA) or a low Co-pay Plan with either carrier. Employees have the option to pay extra to enroll in a premium Co-Pay HMO plan or opt out and be paid 50% of the premium as taxable wages if already insured.

DENTAL/VISION CARE: The District contributes 100% toward employee and dependent dental and vision premiums provided by Mutual of Omaha.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE: The District provides Term Life and AD&D equivalent to one year gross salary.

LONG TERM DISABILITY: The District contributes 100% toward employee long term disability plan provided by Mutual of Omaha.

VACATION: Full-time eligible employees begin to earn paid vacation time according to the schedules set forth below. Vacation time begins to accrue beginning with the employee's first day of employment. However, employees will not be entitled to take paid vacation time until after six (6) months of employment with the District unless approved by the General Manager.

Years of Employment	Hours Per Month	Hours Bi-Weekly	Max Accrual of Hours
1 - 5 Years	8.0	3.69	192
6 - 10 Years	10.0	4.62	240
11 Years	10.7	4.92	256
12 Years	11.3	5.23	272
13 Years	12.0	5.54	288
14 Years	12.7	5.85	304
15 Years	13.3	6.15	320
After 15 Years	14.0	6.46	336

HOLIDAYS: All Regular Full Time employees of the District shall be entitled to the following eleven (11) fixed holidays with pay:

- New Year's Day, January 1st
- Martin Luther King Day, Third Monday in January
- President's Day, Third Monday in February
- Memorial Day, Last Monday in May
- Independence Day, July 4th
- Labor Day, First Monday in September
- Veteran's Day, November 11th
- Thanksgiving Day, Fourth Thursday in November
- The Friday following Thanksgiving Day, Fourth Friday in November
- Half day or four (4) hours on Christmas Eve, December 24th
- Christmas Day, December 25th
- Half day or four (4) hours on New Year's Eve, December 31st

In addition, all regular full-time employees shall be issued two (2) floating holidays per calendar year starting January 1st.

SICK LEAVE: Sick leave is earned at the rate of 3.69 hours per pay period (equivalent to eight hours per month), beginning with the first month of employment. All unused sick leave may be carried forward into ensuing years and

become part of the current allowance. There is no limit to the amount of sick leave that can be accumulated. Sick leave cannot be used until earned.

ADMINISTRATIVE LEAVE: Regular full-time exempt employees are granted eighty (80) hours of Administrative Leave each calendar year. Administrative leave hours may be carried over from one fiscal year to the next, up to the 80.00 hour ceiling. New employees or employees becoming eligible due to a promotion receive Administrative Leave on a prorated basis, with six point six seven (6.67) hours granted for each full calendar month remaining in the calendar year with a maximum of 80 hours.

UNIFORMS: Uniforms are provided to employees in designated positions.

Employer

Cordova Recreation & Park District

Address

11070 White Rock Road
Suite 130
Rancho Cordova, California, 95670

Phone

(916) 842-3300

Website

cordovarpd.gov

Recreation Supervisor II - Youth Development Supplemental Questionnaire

*QUESTION 1

Applicants are asked to complete this supplemental questionnaire as part of the screening and selection process. The information you provide will be reviewed to help determine your eligibility to move forward. To ensure a fair process, please provide complete and accurate responses. Incomplete answers, omissions, false statements, or referring to your resume instead of responding may affect your eligibility. While we recognize the widespread use of Artificial Intelligence (AI), we value originality in this highly competitive recruitment. Therefore, we would like to hear your authentic responses. Do you agree to answer each supplemental question honestly and understand that your responses may be verified against the information in your application?

☐ Yes

☐ No

*QUESTION 2

The annual salary range for this position is \$82,685.90-\$105,530.49. By checking the box below, you acknowledge your understanding of the salary paid for this position.

☐ I acknowledge understanding of the salary paid for this position.

*QUESTION 3

What interests you most about this opportunity?

*QUESTION 4

Briefly describe your background and leadership experience pertaining to youth development programming. Please include any time spent supervising youth camps, school programming and any grant-funded initiatives.

*QUESTION 5

What is the most innovative program you have created? What tools and/or amenities did you utilize to make it unique?
When looking back on this program what key factors led to the success and/or failure of this program?

***QUESTION 6**

This position will require you to oversee many different program areas and teams. What strategies would you use to build a cohesive team throughout your program areas.

***QUESTION 7**

This position requires the ability to drive a personal and District vehicles to conduct District business. Do you currently possess a valid Class C (basic, noncommercial vehicle) California Driver's License or have the ability to obtain one within six (6) months of employment?

☐ Yes

☐ No

***QUESTION 8**

After reviewing the job description, are you able to perform all of the essential functions of the job with or without accommodation?

☐ Yes

☐ No

*** Required Question**