The City of Fremont's Community Services Department has an exciting opportunity to join a dynamic team!

The Positions

The Recreation Division of the Community Services Department works within a business model that recovers program costs. The successful Recreation Supervisor candidate is a dynamic, effective leader with advanced knowledge of programming, budgeting, and implementing a variety of recreation services and activities who demonstrates creative problem solving and excellent customer service skills.

This recruitment may be used to fill three (3) current vacancies at Assistant Recreation Supervisor or Recreation Supervisor I level based on candidates' experience:

- Community Center Supervisor
- Waterpark Aquatics / Water Safety Supervisor
- Waterpark Operations / Special Events Supervisor

Under general supervision of a Recreation Supervisor II or Manager, the Recreation Supervisor will exercise considerable judgment in day to day decision making with the scheduling and operations of recreation activities and programming as well as facility supervision. This position will be required to work weekends and evenings, as needed.

Recreation Supervisors work in various community services areas including programming, day camps, community center operations, field allocations, marketing, contract classes, volunteers, and/or special events and logistics. Recreation Supervisors supervise part-time staff and establish positive working relationships with the public and community groups. The Recreation Supervisor is accountable for ensuring programs meet the quality and service standards established by the Department and for keeping current on developments in the field and making recommendations to expand and improve activities and programs.
Examples of Job Duties

- Conducts program implementation/coordinating and training meetings with seasonal or temporary employees and volunteers in assigned activities to assure maintenance of health, safety and service standards.
- Develop and monitor budgets, and individual business plan.
- Prepare reports, flyers, memos, letters, and other written materials.
- Explain and tactfully enforce City and department policies while working with individuals and community groups.
- Maintain section webpages on City website, social media, e-mail, e-newsletters and other means of communication to effectively reach out to the community.
- Adhere to all safety regulations and/or protocols for programs, parks, facility rentals, and make suggestions on improvements when needed.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Reserve, schedule, and coordinate maintenance of facilities, grounds, fields, parks, or shared space.
- Coordinate activities with community groups, other City departments, and/or through partnerships.
- For Waterpark Aquatics / Water Safety Supervisor:
  - Oversight of aquatic operations, waterslides, and swim lessons.
  - Supervise lifeguards, water safety staff, pool techs, and EMT’s.
  - Supervise, schedule, and coordinate maintenance of waterpark facilities. Including, but not limited to maintenance of pool’s, pumps, equipment and chemical deliveries.
- Some positions will work within the Department’s food, beverage, and hospitality facilities located in Aqua Adventure Waterpark and the City’s sports complex.
- Provide special event oversight and planning including logistics, operations, and equipment inventory management.

The Ideal Candidate

The City is searching for a self-motivated individual who has advanced knowledge of programming, budgeting and implementing a variety of recreation services and activities. This individual must be skilled in training, supervising and evaluating seasonal and temporary employees and volunteers as well as establishing and maintaining effective working relationships with co-workers, other departments, community organizations and the general public. A successful candidate will have recreation and supervisory experience in a public agency. The ideal candidate will:

- Demonstrate knowledge and experience with developing recreation programming for large, diverse cities.
- Communicate effectively both verbally and in writing, including public speaking.
- Understand methods and techniques of evaluating recreation program needs and effectiveness.
- Demonstrate supervisory principles and methods including goal setting, budget preparation and administration and employee supervision.
- Prepare and administer program/event budgets, monitor revenues and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise independent judgment and make clear, thoughtful decisions affecting program area.
- Research and provide recommendations on new and innovative programs to develop effective program evaluation tools.
- Inspect facilities and make work requests for repairs, improvements and maintenance.
Application Process

How to Apply: Candidates may apply for this position by submitting a completed City application, resume, and supplemental questionnaire through the online application system (Government Jobs) at: https://www.governmentjobs.com/careers/fremontca

Licenses/Certifications/Special Requirements

- A valid, approved First Aid/CPR certification must be obtained within six months of appointment and maintained throughout the assignment.
- Incumbents must report child abuse and/or neglect as required by California Penal Code 11166.5.
- Possession of a valid Class C California Driver’s License is required by time of appointment.

Highly desirable for the Waterpark Aquatics/Water Safety Supervisor:

- Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO)
- Ellis Lifeguard Instructor Certification

Education and Experience

Any combination of education and/or experience that has provided the knowledge and skills necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be:

- Assistant Recreation Supervisor: graduation from high school or equivalent plus some college coursework in recreation or a related field, and six months experience leading recreation programs.
- Recreation Supervisor I: possession of a Bachelor’s degree or equivalent from an accredited college or university, and two years of experience leading recreation programs.

Selection Process

The process may include oral panel and individual interviews, professional reference checks, fingerprint check for criminal history, medical evaluation and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing humanresources@fremont.gov.

The City of Fremont is an Equal Opportunity Employer.
SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Recreation Supervisor (Assistant / I) position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the Recreation Supervisor (Assistant / I) position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.
   - Yes
   - No

2. What is your highest level of education?
   - Did not complete high school or equivalent
   - High school diploma or equivalent
   - Some college
   - Associate’s degree
   - Bachelor’s degree or higher

3. How many years of experience do you have leading recreation programs?
   - None to less than six months
   - Six months to less than two years
   - Two years to less than four years
   - Four years or more

4. Describe your background and experience as it relates to the Fremont Community Services Department. Highlight any recreation programming experience, including special events, facility management or water safety. Please limit your response to no more than 500 words.

5. Please give an overview of your experience related to working with budgets and, specifically, cost-recovery programming budgets. Include the name of your employer, your job title, and the dates you performed the described experience. Please limit your response to no more than 500 words.

6. Please list all your current certifications as they relate to this position and your level of experience. Please limit your response to no more than 500 words.