



**THE CITY OF TORRANCE
INVITES APPLICATIONS FOR**

RECREATION SUPERVISOR (ADULT SPORTS)

SALARY

\$26.43-\$32.96* per hour
(\$4,581-\$5,713* per month)

*Extended Step-Contact HR for Details

THE POSITION

The City of Torrance is seeking an experienced, energetic, and enthusiastic individual to be responsible for coordinating and supervising recreation programs, part-time personnel and volunteers, related to the operation of Adult Sports Leagues (Softball, Basketball, and Roller Hockey), Open Gym sports activities, a multi-use Sports Center, and a nine-hole pitch n' putt golf course. In addition, this person will be responsible for sports excursions and liaison duties with several community groups.

THE IDEAL CANDIDATE HAS:

- Experience working with Adult Sports Programs and facilities;
- Knowledge of theories and principles of supervised recreation activities and ability to organize and conduct recreational activities for groups and individuals;
- Experience with budget development and implementation;
- Ability to train and supervise part-time employees and volunteers.

TO APPLY

The application filing period opens Wednesday, February 17, 2016 at 7:30 a.m. and closes Friday, March 11, 2016 at 5:30 p.m.

WWW.TORRANCECA.GOV/JOBS



Recreation Supervisor (Adult Sports)

MINIMUM QUALIFICATIONS

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from college with a degree in Recreation, or related field, or completion of required coursework within a recreation-related specialty, or specific and substantial full-time experience which prepares one to function in this position may be substituted for the required education on a year-for-year basis. Related part-time experience will be credited in proportion to the average amount of time worked per year.

License:

- Valid Class C Driver's License

Must be available to work various days & shifts. Based on program needs.

IDEAL CANDIDATE

In addition to the minimum qualifications the ideal candidate should possess:

- One year of full-time or equivalent part-time experience working in recreation;
- Ability to establish and maintain effective working relationships with the public and other City personnel (including effective customer service and communication skills);
- Experience working with Adult Sports Programs and operating a multi-use sports facility;
- Knowledge of theories and principles of supervised recreation activities for all age groups and the ability to organize and conduct recreational activities for different groups and individuals;
- Knowledge of the methods of identifying recreation resources and neighborhood interests;
- Computer and software skills including Microsoft Office;
- Experience with budget development and implementation
- Ability to train & supervise part-time employees and volunteers.

PAY & BENEFITS

- \$26.43-\$32.96* per hour (\$4,581-\$5,713* per month)
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- Paid Vacation, Holiday, and Sick leave.
- Retirement benefits are through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013 or those returning members with a break in service greater than six months, will be enrolled in the formula 2% at 62. Employee contributes 6.75% on a pre-tax basis.
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- Deferred Compensation Plan available.
- 9/80 Work Schedule.
- Health, Dental, Vision plans, and Life Insurance.
- Flexible spending options for medical & childcare.
- Tuition reimbursement.
- Interest free computer loan program available.

HOW TO APPLY

Interested candidates must submit an online application and supplemental questionnaire at www.TorranceCA.Gov/Jobs. The application filing period opens **Wednesday, February 17, 2016 at 7:30 a.m.** and closes on **Friday, March 11, 2016 at 5:30 p.m.**

Only those candidates who best meet the City's needs will be invited to participate in the testing process, which will consist of the following components:

Oral: 100%

Applicants with disabilities who require special testing arrangements **must** contact Human Resources **prior** to the final filing date.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.



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