

CITY OF ORLAND



Now Recruiting

Recreation Manager

The Position

Plans, organizes, coordinates and supervises a community recreation program for seniors, adults, and youth, including physical activities, special interest classes and swimming and summer programs.

Are We A Good Match?

Do you have the knowledge of:

- Recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- Rules for different sports; basic record keeping and scheduling; basic budget practices; training and supervising part-time employees and independent contractors.

Do you have the ability to:

Develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

Minimum Qualifications

Education/Experience:

- Graduation from a four-year college or university with a degree in recreation or closely related field is preferred.
- Two years recreation experience including recreation programming and swimming pool operations is required.

Other Requirements:

- Must possess a current California driver's license and have a satisfactory driving record.
- First Aid and CPR certification.
- Bilingual (English/Spanish) is desired.
- Pass a criminal background check.

To Apply

Submit a completed job application (available on the City's website) and resumé to Orland City Hall, 815 Fourth Street.

Deadline to Apply

First review of applications:
July 18, 2024
Position open until filled

Compensation

\$54,274 - \$65,970 (Annual)
+ Standard Employee Benefits

Selection Process

Completed applications submitted by July 18, 2024 will be reviewed and interview opportunities will be granted to qualified applicants.

Have Questions?

Call:
(530) 865-1601

Email:
rwebster@cityoforland.com

