RECREATION & COMMUNITY SERVICES SUPERVISOR
FULL-TIME

The City of San Joaquin is now recruiting for a Full-time **Recreation & Community Services Supervisor** to plan, develop, implement, coordinate and supervise the day-to-day operations of the City's recreation, community services, and youth prevention and intervention programs. Bilingual in English/Spanish preferred. Experience in working with youth and in providing lead direction or supervision to staff. Class C Driver License and High School Diploma or equivalent required.

The salary for this position in Fiscal Year 2026-2027 is $28.00 per hour.

Submit resume and City of San Joaquin job application by 4:30 pm on November 6, 2026, via email to rebecap@cityofsanjoaquin.org or in person at 21900 W. Colorado San Joaquin, CA
Application can be found http://cityofsanjoaquin.org/ under "Employment Opportunities"

The City of San Joaquin is an Equal Opportunity Employer (E.O.E)

JOB DESCRIPTION BELOW

City of San Joaquin Job Description

Position Title:	**Recreation & Community Services Supervisor**	*Updated October 2026*
Reports To:	**City Manager**	
Classification:	**FLSA Non-Exempt (Grant-Funded)**	
Hours:	**Full-Time**	

Position Summary

Under general supervision, plans, develops, implements, coordinates and supervises the day-to-day operations of the City's recreation, community services, and youth prevention and intervention programs. Provides direct supervision to the Recreation Assistant and Youth Prevention Coordinator; assists with the hiring, training, evaluation and supervision of staff and volunteers; coordinates community partnerships and grant-supported activities; and performs other related duties as required.

The Recreation & Community Services Supervisor is the supervisory-level classification. Assignments may include teen programs, educational and community programs, prevention and intervention initiatives, outreach, mentoring, and grant-funded youth services. This classification directly supervises the Recreation Assistant and Youth Prevention Coordinator and is responsible for coordinating their work to ensure recreation and prevention services are aligned with community needs, City priorities, grant requirements, and established program goals.

Employees in this class may be assigned to work any shift, and be required to work evenings, weekends, and holidays.

Essential Functions and Secondary Functions

Essential Functions

1. Develops, implements and supervises the day-to-day operations of recreation, educational, community services, and youth prevention and intervention programs; assigns and reviews the work of the Recreation Assistant and Youth Prevention Coordinator; assists with preparation of program and grant budgets; recommends and monitors expenditures; and purchases supplies for assigned programs.
2. Responds to public inquiries about programs; develops a volunteer base; promotes public awareness of available activities; maintains contact with individual community members and various community groups.
3. Plans, coordinates and supervises a variety of youth recreation, prevention, intervention, outreach, mentoring, and positive youth development programs; analyzes community needs and youth risk factors; develops appropriate programming; reviews program data and outcomes; and directs adjustments to ensure the needs of youth and families are being addressed.
4. Plans and schedules a variety of events and educational programs based on the needs and interests of the community.
5. Tracks the department budget, collects and properly accounts for and deposits fees, charges, and donations taken in the normal course of program offering.
6. Identifies grants, potential donors/sponsors, and in-kind services beneficial to recreation and youth programming; oversees grant-funded youth prevention activities and supports compliance with applicable program goals, documentation, reporting, data collection, and expenditure requirements.
7. Coordinates the planning of activities for the Community Center and other facility-based programs.
8. Schedules instructors for various classes such as arts and crafts, nutrition or physical fitness; sets length of classes based on budgetary restrictions; recruits and identifies instructors.
9. Maintains and reviews records and reports on recreation and youth prevention activities, attendance, outreach, referrals, program outcomes, supplies, and other pertinent information; ensures subordinate staff maintain required documentation; develops and recommends new programs; and reviews and evaluates current programs.
10. Recruits, trains, supervises, coaches, and evaluates the Recreation Assistant and Youth Prevention Coordinator and as assigned, officials, coaches, mentors, contractors, and volunteers; establishes work priorities, provides direction, reviews performance, and supports staff development.
11. Establishes and maintains positive working relationships with youth and families, schools, law enforcement, probation, community-based and nonprofit organizations, behavioral health and social service providers, state/local agencies and associations, City management and staff, and the public; coordinates collaborative strategies and community partnerships supporting recreation and youth prevention goals.

12. Provides day-to-day leadership and coordination between recreation and youth prevention functions; conducts regular staff check-ins, communicates priorities, resolves operational issues, and promotes coordinated programming and shared use of City resources.
13. Reviews work products, program schedules, outreach plans, reports, participant records, and grant-related documentation prepared by subordinate staff for accuracy, completeness, timeliness, and compliance with City policies and funding requirements.

Qualifications

Any combination of education and experience that would likely provide the required knowledge, skills and abilities as listed below is qualifying.

Education and Certifications

- High school diploma or equivalent is required.
- Valid Class C driver's license is required.
- College-level coursework in recreation, social work, sociology, psychology, criminology, education, public administration, human services, or a related field is desirable.
- Possession of a valid CPR certification is required within six (6) months of employment and must maintain throughout employment.

Experience

- Five (5) years' experience working with youth in prevention, intervention, mentoring, recreation, education, social services, community outreach, juvenile justice, behavioral health, or a closely related field.
- Three (3) years' experience in providing lead direction or supervision

Knowledge, Skills, and Abilities

- Knowledge of:
    1. Principles, practices, and philosophies for administering recreation and community services programs.
    2. Principles and practices of youth development, prevention, early intervention, mentoring, outreach, and educational programs.
    3. Issues and risk factors affecting youth and families.
    4. Strategies and best practices for engaging at-risk and underserved youth.
    5. Community resources, support services, and referral processes.
    6. Cultural awareness and effective methods for providing services to diverse communities.
    7. Appropriate professional boundaries and confidentiality requirements when working with minors and families.
    8. Principles and practices of grant-funded program administration, including recordkeeping, data collection, program evaluation, and reporting.
    9. Methods and techniques for supervising, training, directing, and evaluating staff and volunteers.
    10. Basic principles of mathematics.
    11. Applicable federal, state, and local laws, codes, regulations, policies, and requirements.
    12. Methods and techniques for scheduling and coordinating work assignments.
    13. Standard and modern office practices, procedures, equipment, and software applications.
    14. Principles and practices of report preparation, documentation, and professional writing.
    15. Occupational hazards and standard workplace safety practices.

- Skill in:
    1. Proficient use of Microsoft Office, including Word, Excel, and Publisher.
    2. Proofing and formatting documents.
    3. Basic research techniques used in the collection, analysis, and application of rules and regulations.

- Ability to:
    1. Plan, organize, coordinate, supervise, and evaluate recreation, community services, youth prevention, and intervention programs.
    2. Assign, direct, supervise, review, and evaluate the work of the Recreation Assistant and Youth Prevention Coordinator.

3. Develop, implement, and oversee youth and adult recreation, sports, and community-based programs.
4. Coordinate outreach, mentoring, workshops, referrals, educational activities, and community events.
5. Oversee multiple programs, projects, and grant-funded activities simultaneously.
6. Analyze community needs, program data, participation trends, and outcomes and recommend appropriate programs, services, and responses.
7. Coordinate programs and services among schools, law enforcement agencies, service providers, community organizations, and other partners.
8. Maintain confidentiality and appropriate professional boundaries when working with youth, families, staff, and community members.
9. Work a flexible schedule, including evenings, weekends, and special events as required.
10. Interpret, explain, and apply applicable federal, state, and local laws, codes, regulations, grant requirements, and City policies and procedures.
11. Organize, prioritize, coordinate, and follow up on work assignments to ensure timely completion.
12. Exercise sound, independent judgment and appropriate decision-making within assigned areas of responsibility.
13. Communicate clearly, professionally, and concisely, both orally and in writing.
14. Prepare clear and accurate reports, correspondence, program documentation, and related materials.
15. Establish, maintain, and foster effective working relationships with employees, youth, families, community members, partner agencies, service providers, and the public.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Sit, stand, and walk; reach, both above and below the shoulder; and write, type, and otherwise engage in repetitive hand movement and fine hand coordination.
- Occasionally bend, squat, kneel, twist, and climb.
- Frequently lift and/or carry up to 15 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents.
- Acute hearing is necessary for telephone and in-person communication with peers, vendors, and the public.

Working Conditions

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.
- This position requires minimal travel within the City of San Joaquin.
- This position occasionally requires attendance at City meetings outside of normal business hours.
- The noise level varies from light, associated with business office equipment, to heavy associated with traffic or heavy machinery.