



Job Announcement

Assistant Center Supervisor

Salary Range

\$5,625 - \$8,334 per month

The District

Tualatin Hills Park & Recreation District (THPRD), established in 1955, is the largest special park district in the state of Oregon. THPRD serves over 250,000 Washington County residents in an area that spans 50 square miles. People of all ages benefit from classes and programs, 99 park sites with active recreational amenities, nearly 70 miles of trails, eight swim centers, six recreation centers, and about 1,500 acres of natural areas. The district operates on an over \$100 million annual budget and employs nearly 200 full-time employees and up to 1,000 other part-time employees depending on the season.

Located seven miles west of Portland, Oregon, Beaverton is one of the most beautiful areas in the Pacific Northwest. As Oregon's sixth largest city, Beaverton has a lot to offer, from family-friendly activities, amenities, natural wonders and more. Beaverton is also home to many high tech and sportswear companies, including Tektronix, Nike, and Columbia Sportswear.



The Position



Assistant Center Supervisor

The Assistant Center Supervisor reports to the Center Supervisor, serves as a member of the leadership team within a recreation and aquatic facility, and assumes responsibility for the management of operating key program operations and initiatives. The Assistant Center Supervisor is responsible for supervising, assigning, and reviewing the work of staff. The Assistant Center Supervisor is responsible for supervising aquatic services and for assisting the day-to-day operation of the facility. These tasks include the development, coordination, and supervision of all personnel and all programs and special activities that are related to the effective programming and operation of the assigned center.

Ideal Candidate



The ideal candidates will have a strong understanding of the theories, principles, procedures, standards practices, information sources and trends in the field of sports, recreation, adaptive recreation, inclusion programming, and/or leisure activity programs.

Minimum Qualifications

- At least five years increasingly responsible experience in park and recreation leadership and management
- Equivalent to a four-year degree from an accredited college with major course work in: Park and recreation management, leisure services, or related field
- Must maintain a valid Oregon Driver's License and good driving record
- Current First Aid and CPR Certification

Preferred Qualifications

- Certified Park & Recreation Professional (CPRP)
- Bilingual in English & Spanish
- Current or ability to obtain Water Safety Instructor, and Lifeguard Training, Water Safety Instructor Trainer, or Lifeguard Instructor Trainer or state-recognized equivalent certifications preferred

Responsibilities



Including but not limited to:

- Responsible for the recruitment, selection, supervision and evaluation of assigned staff
- Oversee and direct the work activities of assigned part-time personnel, including: staffing, scheduling, and training
- Creating a culture in which employees are focused on producing high quality results
- Manage department budget preparation and administration
- Exhibit leadership to staff, working teams, and fellow employees
- Serve as a champion for diversity, equity, and inclusion; help create a welcoming environment for all

THPRD has a competitive benefits package, including medical, dental and vision insurance. The district contributes \$600 to each employee's health reimbursement agreement annually. All benefited employees are automatically included in our pension plan, in addition to optional participation in deferred compensation plans. We have generous vacation and sick-time accruals, 10 paid holidays per year and other types of alternative leave. We provide life insurance at no added cost and an employee wellness program for staff to participate in drop-in programs, classes and activities. THPRD is not a member of the Oregon Public Employees Retirement System (PERS).