



Job Announcement

Center Supervisor I

Salary Range

\$6,019 - \$8,918 per month

Center Supervisor II

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's 2018/2019 annual operating budget of \$50 million supports 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 Positions



Center Supervisors

Center supervisors are responsible for the day-to-day operation of their assigned facility as well as the development, coordination and supervision of all personnel, programs and special activities related to the effective programming and operation of the center. These positions receive supervision from their respective department managers and exercise all functional and technical supervision over assigned employees. Depending on the facility to which the center supervisor is assigned, the day-to-day duties may include managing the scheduling of time on Beaverton School District-owned sites, leading the district's Adaptive and Inclusive Recreation program, managing relationships with several long-time facility rental groups, or providing oversight of a district or department-wide program. The Center Supervisor I position is responsible for an average budget of \$2.6 million and approximately 50+ FTE. The Center Supervisor II position is responsible for an average budget of \$1.4 million and approximately 20+ FTE.

Ideal Candidates



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 a related field.

Preferred Qualifications

- Certified Park & Recreation Professional
- Bilingual in English & Spanish
- CPR & First Aid Certification

Responsibilities



Including but not limited to:

- Serve as a champion for diversity, equity, and inclusion; helping to create a welcoming environment for all.
- Providing direction and setting standards for excellence in customer service to internal and external customers.
- Creating a culture in which employees are focused on producing high quality results.
- Managing and preparing assigned special projects that involve leading, directing and coordinating multiple disciplinary teams.
- Directing and participating in the review and evaluation of programs offered to ensure program services meet community needs.

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).