



City of Arcadia

Recreation Supervisor

SALARY	\$40.46 - \$50.54 Hourly \$7,013.00 - \$8,760.00 Monthly \$84,156.00 - \$105,120.00 Annually	LOCATION	CA 91066,
JOB TYPE	Full-Time	JOB NUMBER	26-09
DEPARTMENT	Arcadia Recreation & Community Services Department	OPENING DATE	04/20/2026
CLOSING DATE 5/8/2026 11:59 PM Pacific			

Description

ABOUT ARCADIA

Nestled along the rolling foothills of the San Gabriel Mountains and Angeles National Forest, Arcadia is a charming, family-oriented community with a population of just over 57,000. Located only 13 miles east from downtown Los Angeles, regional transportation networks like the Metro Gold Line connect Arcadia as a premier residential, shopping, and entertainment destination in the San Gabriel Valley. Arcadia is known for its top-rated schools, iconic landmarks, and serene neighborhoods. Arcadia is an award-winning community having been twice named as the Best City in California in which to Raise Kids and has been recognized as a business-friendly City in Los Angeles County.

With many exciting new developments underway including the downtown revitalization around the Metro A Line Station, new hotels, affordable housing projects, and a thriving regional shopping mall, joined with the conveniences and amenities of a full-service, mid-size city, Arcadia's "Community of Homes" provides a quality of life that will go Above and Beyond your expectations!

ABOUT US

The Recreation & Community Services Department is seeking an organized, data-driven, and innovative individual who is passionate about serving the community. The ideal candidate will be an effective communicator with a strong background in recreation programming and have the ability to oversee a variety of staff and contractors.

This individual will demonstrate exceptional patience, strong interpersonal skills, and persistence when working with diverse populations, while balancing fairness and assertiveness and promoting a cooperative working environment.

This position may support homeless services, youth and adult sports, senior programming, and special events, as well as related community outreach initiatives, fostering an inclusive and engaging environment for all participants. If you enjoy working with a team that inspires you to "Go Above and Beyond," we invite your application!



Interested applicants who meet the minimum qualifications set forth in the description are highly encouraged to submit a thorough, detailed online application at ArcadiaCA.Gov/Employment or by clicking [here](#).

DESIRED QUALITIES

- Data-driven and organized
- Excellent interpersonal and communication skills
- Adaptable
- Dependable
- Team player

WHAT WE OFFER

- CalPERS retirement plan
- Matching contribution of \$300/month towards deferred compensation
- Three tier monthly benefit allowance of up to:
 - \$866 Employee only coverage
 - \$1,550 Employee +1 coverage
 - \$2,150 Family Coverage
- City paid Vision Plan for employee and eligible dependents
- City paid Life Insurance, Accidental Death & Dismemberment, and Long-Term Disability

- Expected salary increase of:
 - 5% effective 07/01/2026
- Bilingual pay
- Longevity pay
- Tuition reimbursement/advancement upon completion of probationary period

Note Regarding Salary: Newly hired candidates typically start at the first step of the salary range (Step A); however, a higher step within the salary range may be negotiated based on the candidate's qualifications, experience, and skillset.

RECRUITMENT PROCESS AND IMPORTANT DATES

Application Submission Deadline: Application filing period will close at 11:59 PM on Friday, May 8, 2026. Qualifications Appraisal Interviews (100%): Week of May 18, 2026 (Tentative).

DEFINITION

Under direction from the Director of Recreation and Community Services, to supervise, assign, review the work of staff responsible for providing recreation services and activities in the department. Current programs by the department are: Contract classes, senior programs and services, youth programs and services, volunteer programs, aquatic programs, facility maintenance and reservations, park and field allocations, excursions, nature center reservations and activities and department and community wide special events.

Minimum Qualifications:

Experience:

Four years of progressive responsible recreation programming and budgeting experience including supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, physical education, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, CPR and first aid certification.

Possession of, or ability to obtain, FEMA training certificates.

Supplemental Information

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Application:

A fully completed online application is required to be submitted. Incomplete, late, emailed, faxed and hard copy applications are not accepted. Resumes are not considered in lieu of the required online employment application. All certificates, resumes, cover letters, and other documents requested by the City for the position advertised, must be uploaded with your online application.

The Selection Process:

All applications will be reviewed and evaluated. Those candidates who are determined to be best qualified based upon the information presented on the application materials will be invited to continue in the selection process which may include a qualifying written or performance evaluation and will include an interview weighted 100%. The City reserves the right to limit the number of interviews conducted. Candidates will be notified via e-mail or telephone if they qualify to move to the next step in the selection process. The interview score will determine ranking on the eligibility list and will remain in effect for one year.

Pre-employment background and medical examinations are additional requirements for hire. Failure on any part of the selection process will result in removal from the recruitment process.

Please Note: If you have a health or medical condition or a sincerely held religious belief that may require that the City provide you with an accommodation in either the selection process or the performance of your duties, please notify Human Resources in writing when you submit your application.

Employer
City of Arcadia

Address
PO Box 60021

Arcadia, California, 91066-
6021

Phone
626-574-5405

Website
<http://www.ArcadiaCA.gov>