



Town of Apple Valley
C A L I F O R N I A

14955 Dale Evans Pkwy
Apple Valley, CA 92307
(760) 240-7000
jobs@applevalley.org
applevalley.org

Supplemental Questionnaire

Recreation Supervisor

Once completed, you can submit your supplemental questionnaire as an attachment when applying, or you can email it to jobs@applevalley.org.

Applications submitted without a completed questionnaire are considered incomplete and will be rejected.

INSTRUCTIONS: PLEASE READ EACH QUESTION CAREFULLY AND PROVIDE THE REQUESTED RESPONSE

1. Aquatics Programs

Please describe your experience overseeing or managing aquatics programs or facilities. Include your role and responsibilities and the types of programs you supervised.

2. Sports Programs

Please describe your experience planning, coordinating, and/or supervising sports programs or leagues. Include the types of programs or leagues you have overseen, the size and/or scope, and your specific responsibilities.

3. Running Programs

Describe your experience coordinating running events, races, triathlons, or similar athletic events. If you do not have direct experience with these types of events, please describe other large-scale events that required similar planning, logistics, coordination, and safety considerations.

4. Rentals and User Groups

Please describe your experience coordinating the use of facilities, fields, or other recreational spaces with community organizations, sports groups, schools, or other user groups. Include your experience with scheduling, and contracts or agreements.

- ❖ Provide an example of a challenging situation involving a user group in which you provided excellent customer service in order to resolve the situation.
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5. Supervision

Please describe your experience supervising employees. Include the number and types of employees you have supervised, such as full-time, part-time, seasonal, or volunteer staff.

- ❖ What is your experience related to hiring, training, scheduling, performance management, coaching, and employee development?
 - ❖ What is your leadership style?
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6. Multitasking and Priority Setting

This position will oversee multiple program areas and events that may have competing priorities. Provide an example of how you managed multiple responsibilities and priorities at the same time. How did you prioritize your work and stay organized while ensuring programs, events, and staff were properly supported?

