CITY OF SAN LEANDRO
invites applications for the position of:

Recreation Leader/Recreation Specialist I (2019 Summer Adventures and Teen Programs)

An Equal Opportunity Employer

SALARY:

Hourly
$13.33 - $21.18

OPENING DATE: 02/27/19

CLOSING DATE: 04/05/19 05:00 PM

THE POSITION:
APPLY IMMEDIATELY. This employment opportunity will close at 5:00 p.m. on April 5, 2019.

The City of San Leandro is accepting applications for Recreation Leader/Recreation Specialist I - Summer Adventures and Teen Program positions. These part-time positions are supervised by the Recreation and Human Services Department. If you enjoy working with elementary school-aged children and teens, you are encouraged to apply.

Work assignments may vary depending on the needs of the Department. Some positions may require working rotating shifts, evenings, weekends, and/or holidays. Part-time employees may work no more than 990 hours in a fiscal year.

The San Leandro Recreation and Human Services Department is looking for individuals who are self-motivated, have a desire to lead, have experience in conflict management, can handle emergency situations, and are highly responsible. Recent experience working with children, and planning and supervising recreational activities for ages 6-11 or 12-16 is highly desired. Additionally, the ability to occasionally push, pull and lift up to 50 pounds is highly desired. If you possess these skills and abilities, and have an interest in working with children and teens, there are two different programs available this summer:

**Summer Adventures**
Held at Washington Manor Park, this program is designed for children ages 6 years - 11 years old. Summer Adventures goes on weekly field trips and offers exciting activities on a weekly basis. Leaders are required to plan, organize, and implement arts and crafts, group games, team competitions, and provide a friendly, social environment for participants.

**Teen Programs**
The Teen Programs focus on providing teens ages 12 years - 16 years old with an environment to build friendships, self-esteem, social skills, and life skills, along with fun and adventurous field trips.
**Mandatory Training Days:** ALL staff must attend training on Thursday, June 6, 2019, Friday, June 7, 2019, and Saturday, June 8, 2019.

**Position Definition:**
Performs a variety of semi-skilled recreation tasks and light maintenance work in connection with the setting up of recreational facilities and special events; handles assignments of a general or specialized nature; assists various groups who are engaged in recreational activities and performs other related work as required.

**Supervision Exercised and Received:**
**Recreation Leader:** Receives supervision from the Recreation Specialist I or above. May exercise supervision when working with volunteers.

**Recreation Specialist I:** Receives general supervision from senior staff. May exercise supervision over Recreation Leaders and program volunteers.

**DUTIES AND RESPONSIBILITIES:**
**Essential Functions:** The functions of the classification may include, but are not limited to, the functions below and are subject to changes in operational necessity.

- Collaborate with the program team to plan, lead and participate in recreational activities, games, arts and crafts, hikes, skits, sports, and other related activities;
- Display creativity and enthusiasm for program; actively engage with campers and staff during program - be an active participant in the program, not an observer;
- Maintain supplies and equipment; assemble supplies, set up variety of equipment, and set up tables and chairs needed for various programs;
- Attend team and department trainings and meetings as required;
- Assist with community outreach events to promote the program as required;
- Prepare and complete daily paperwork including, but not limited to, rosters, camper sign in/out, incident/accident reports;
- Assist in the distribution and collection of program evaluations;
- Prepare post program and activity information, schedules and other reports;
- Attend to minor needs and problems that may occur in the program or activity during the period of assignment; facilitate resolution or enlists assistance from senior Recreation staff;
- Maintain the program site (buildings, park facilities, and equipment) and attend to the safety, health, and welfare of all participants including campers and volunteers;
- Communicate with the program director and/or Recreation Supervisor as necessary for health/safety concerns;
- Address disciplinary/behavior concerns of youth participants with parents/guardians;
- Foster a sense of community within the program on all levels by building and maintaining positive relationships with campers, co-workers, volunteers, parents, and community partners;
- Collects fees at fee-based events, programs and activities;
- May render basic First Aid, CPR and/or AED assistance as required;
- Follows all safety rules and protocols included in the Injury and Illness Prevention Program; takes appropriate action as required to identify and correct safety hazards and report safety concerns to his/her supervisor;
- Performs required duties under the City's disaster response plan; and
- Performs other related duties as assigned.
QUALIFICATIONS:
Minimum Qualifications:

Knowledge of:
Fundamentals and techniques of games, sports, crafts, special events, maintenance of facilities and other related recreational activities;

Application of first-aid and lifesaving techniques; and

Rules and regulations of games and sports activities.

Ability to:
Work independently and assume responsibility for a task;

Work cooperatively and establish good working relationships with all age groups, parents, participants, volunteers, employees and staff members, as well as the general public;

Apply the principles of First Aid;

Set-up and maintain equipment;

Be flexible and create a fun environment; and

Develop the interest and participation of all individuals in program.

Experience and Education Guidelines: Any combination equivalent to experience and education that would most likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Must possess a high school diploma or its legal equivalent (GED); courses in arts and crafts, games, aquatics, special events, children and adult sports, and other related recreation courses; or an equivalent combination of training and experience.

Experience:
Recreation Leader: Entry-level experience/expertise relevant to the particular activity to which assigned.

Recreation Specialist I: One year in municipal recreation programs. If assigned to Teen Programs, minimum two years experience working with teens, including one year of direct supervision of part-time staff.

Licenses/certifications/other requirements:

Must be at least 18 years of age;

Must obtain a negative TB test; Cardio-Pulmonary Resuscitation (CPR) and Red Cross standard First Aid certification;

Requires the possession and continued maintenance of a valid California class "C" driver's license; and
Must be willing to work such hours as are necessary to accomplish the job requirements; travel to recreation facilities, meetings, activities, programs and events.

**Conditions of Work:** During the course of performing the functions of this position, the employee may encounter the following conditions:

Working indoors, working outdoors, temperature changes, dust, fumes/smoke/gasses, chemicals, noise, computer monitor use, open flames, blood borne pathogens, working alone or with other individuals.

**Mandatory Training Days:** ALL staff must attend training on Thursday, June 6, 2019, Friday, June 7, 2019, and Saturday, June 8, 2019.

**ADDITIONAL INFORMATION:**

**Salary and Benefits:** The current hourly salary range for the Recreation Leader position is $13.33 - $16.20, and $17.43 - $21.18 for the Recreation Specialist I position. Employment may begin at any step of the range, depending upon the qualifications of the person selected. For benefit information, please refer to the Human Resources tab on the City of San Leandro website www.sanleandro.org.

**Application and Selection Process:** Apply online by scrolling to the top of the job posting and clicking on the "Apply" link. Completed applications must be on file with the Human Resources Division by **5:00 p.m. on April 5, 2019.**

**Important:** Applications with "See Resume" as a substitution for the work experience description and/or unclear past employment information will not be considered. The application for employment and supplemental questionnaire must be submitted to be considered for this position.

Based on a review of the applications, a limited number of the best qualified applicants will be invited to participate in the selection process, which may include a qualifying written examination, structured oral board interview, written exercise, or other elements determined by the City to be appropriate. All applicants invited to the examination(s) will be notified of date, time, and place of examination(s).

Interviews will be conducted on a continuous basis.

The selected candidate will be subjected to a background investigation which may include, but not limited to, a personal and employment history assessment, criminal history check, financial background check, medical, polygraph, psychological testing, and verification of a valid California driver's license.

In accordance with Federal law, the City of San Leandro will hire only those individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

**Americans with Disabilities Act:** In accordance with the Federal Americans with Disabilities Act, the Human Resources Division will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the Human Resources Division prior to 5:00 p.m. of the final filing deadline if accommodations are required. Medical documentation must be provided upon request.
**Disaster Service Worker:** All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

**Mission Statement:** We, the employees of the City of San Leandro are dedicated and committed to serving the citizens of this community. We strive at all times to achieve the highest professional standards, to communicate a vision of the future, and to enhance the quality of life for every citizen.

**Veteran's Preference:** If applying for first-time employment with the City of San Leandro within five years of separation from full-time active service, veteran's preference points will be given to honorably discharged veterans who served a minimum of three consecutive years of full-time, active service in the Armed Forces of the United States. Candidates must receive an overall passing score in order to qualify for the application of veteran's preference, which will result in a three percent increment to that passing score. Applicants wishing to qualify must, prior to the application deadline, attach or provide a DD Form 214 as proof of eligibility for the veteran’s preference.

The City of San Leandro is an Equal Opportunity Employer.

Information contained herein is subject to change without notice.

To view the job posting, visit [http://www.sanleandro.org](http://www.sanleandro.org) and click-on the employment tab at the top of the home webpage. On the ‘Job Opportunities’ page, click-on the job title to view the posting with more details about the essential job duties, minimum qualifications and salary and benefits.

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APPLICATIONS MAY BE FILED ONLINE AT: [http://www.sanleandro.org](http://www.sanleandro.org)

OUR OFFICE IS LOCATED AT:
835 East 14th Street
San Leandro, CA 94577
510-577-3396
510-577-6089
yrtaran@sanleandro.org

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