Recreation Specialist I
Position Classification I; $12.00—$12.38 per hour/DOE; Part time/Seasonal

THE POSITION
Under general supervision of the Recreation Supervisor and the direct supervision of the Recreation Coordinator II, the Recreation Specialist I assists with supervision, coordination, and daily operations of Rec Innovation Camps. This position provides healthy, safe, intentional programming and recreation activities.

Mandatory Orientation Training: June 14 and 17—21, 2019
Program Dates: June 24—August 16, 2018

EXAMPLE OF DUTIES
• Plan and lead daily camp activities, fieldtrips and programs for elementary, middle school, and high school youth
• Supervise and ensure safety of all participants during program and/or on fieldtrips
• Encourage and maintain positive behavior and healthy activities for youth
• Enforce District rules & regulations of facilities, parks, programs, activities & events
• Attend job specific trainings
• Complete required forms, reports and evaluations
• Perform other duties as assigned

MINIMUM QUALIFICATIONS
• Must be able to work the entire program season
• At least 16 years of age, 18+ years old desirable
• Demonstrate experience (paid or volunteer) working with youth in a structured or supervised recreation or after school program
• Attend orientation training
• Bi-lingual a plus, but not necessary

KNOWLEDGE AND ABILITIES
• Ability to create and maintain a positive and engaging environment
• Ability to work independently with minimal supervision
• Education background in recreation, early childhood education, are, nature, math, science or other related fields is desired
• Strong organizing team building and communication skills
• Complete required tasks in a timely manner
• Excellent customer service skills

IMPORTANT INFORMATION
• Recruitment open until filled
• ADA—Please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date.
• Applications can be obtained at: H.A.R.D. District Office
1099 “E” Street
Hayward, CA 94541
or
HaywardRec.org/employment
• Please submit applications in person to Human Resources or via email at Recinnovation@haywardrec.org

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:
• Proof of eligibility to work in U.S. residency
• Proof of negative TB Test
• Ability to obtain First Aid/CPR/AED certification required
• Provide proof of negative TB Test
• Any offer of employment to an adult employee who will have direct contact with minors is conditional upon a satisfactory fingerprint clearance and background check (DOJ)