2022 SUMMER JOB ANNOUNCEMENT

Union City is seeking fun, reliable, and energetic applicants for the following temporary, seasonal positions within the Community & Recreation Services Department. Applications are being accepted starting Monday January 24, 2022. Some positions will remain open until filled. For more information or to apply go to www.unioncity.org/jobs

AQUATICS

POOL MANAGER: ($18.00-$19.50 per hour, 25-40 hours per week). Under the direction of the Aquatics Coordinator and the Recreation Supervisor, the Pool Manager assists in hiring, administration, training, supervision, and coordinating functions. Must possess a current Water Safety Instructor’s certificate. Essential Job Functions: Recruitment, selection, training, supervision, and evaluation of aquatics staff. Monitor & maintain departmental facilities and equipment. Schedule, plan, implement, and evaluate the “Learn-To-Swim” program. Assign instructors to necessary tasks. Maintain clear written & oral communication between program participants, instructors, & coordinator. Administer CPR and First Aid when needed. Participate and assist in special projects as assigned. Recognize and respond to emergency situations and provide proper care as trained. Perform all tasks and assignments as assigned by the Aquatics Coordinator and Recreation Supervisor. Attend all mandatory trainings and meetings. Assist in any emergency as trained. QUALIFICATIONS: 18 years of age. Two years of aquatic experience and leadership preferred. Current Red Cross Certifications in: Water Safety Instructor, Lifeguard Training, Community First Aid and Safety, CPR for the Professional Rescuer (CPR/FPR). Candidates are encouraged to possess one of the following as highly desirable certification: LGI - Lifeguard Instructor certification in any American Red Cross course, EMT level certification or Emergency Response Course completion.

SENIOR LIFEGUARD: ($16.00-$17.00, per hour, 20-40 hours per week). Under the direction of the Aquatics Coordinator and the Pool Manager, the Senior Guard assists with the responsibilities of the Pool Manager. Must possess a current Water Safety Instructor’s certificate. Essential Job Functions include but not limited to the following: Assuming the responsibilities of the Pool Manager in their absence. Performing duties as assigned by the Pool Manager in the supervision of the pool. Provide direction to the pool staff. Assist Pool Manager with training, supervision, and evaluation of aquatics staff. Schedule, plan, implement, and evaluate the “Learn-To-Swim” program. Assign instructors to necessary tasks. Participate and assist in special projects as assigned. Perform all tasks and assignments as assigned by the Pool Manager. Attend all mandatory trainings and meetings. Assist in any emergency as trained. QUALIFICATIONS: 17 years of age. One year of aquatic experience and leadership preferred. Current Red Cross Certifications in: Water Safety Instructor, Community First Aid and Safety, CPR for the Professional Rescuer (CPR/FPR), all guidelines outlined in Title 22 preferred. Candidates are strongly encouraged to possess the Instructor level or Lifeguard Instructor (ICT or LGI) American Red Cross certification.

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WATER SAFETY INSTRUCTOR: ($16.00 - $17.00, per hour, 25 -35 hours per week). Under the direction of the Aquatics Coordinator, Pool Manager & Senior Guard, the Water Safety Instructor assists in the implementation of the Learn-To-Swim program. Must possess a current Water Safety Instructor’s (WSI) certificate. Minimum qualifications: 17 years of age, current American Red Cross certification in: Water Safety Instructor (WSI r. 04); Lifeguard Training & First Aid; CPR for the Professional Rescuer (CPR/FPR); AED Essentials, all guidelines outlined in Title 22*, and react quickly to emergencies. Essential job functions: instruct swim classes at all age levels & abilities from beginners to specialized skills; enforce all pool rules & regulations; assume all assigned duties connected with the maintenance of the swimming facility; perform any related work as required; instruct supervise Junior Lifeguards; recognize & respond to emergency situations & provide proper care as trained; Administer CPR, First Aid & use an AED when needed; assist in any emergency situation as trained; attend & participate in all mandatory trainings & meetings.

LIFEGUARD: ($15.00 - $16.00 per hour, 25-35 hours per week). Under the direction of the Aquatics Coordinator, Pool Manager & Senior Guard, the Lifeguard assists in the implementation of the swimming program. Must possess a current American Red Cross Lifeguard Training certificate. Minimum qualification: 16 years of age, current American Red Cross certification in: Lifeguard Training & First Aid; CPR for the Professional Rescuer (CPR/FPR); & AED Essentials, all guidelines outlined in Title 22*, and react quickly to emergencies. Essential job functions: instruct swim lessons as assigned; enforce all pool rules & regulations; assume all assigned duties connected with the maintenance of the swimming facility; perform any related work as required; instruct supervise Junior Lifeguards; recognize & respond to emergency situations & provide proper care as trained; administer CPR, First Aid & use an AED when needed; assist in any emergency situation as trained; attend & participate in all mandatory trainings & meetings.

DAY CAMPS

DAY CAMP, SPORTS CAMP & YOUTH PARKS & PLAYGROUNDS LEADERS: ($15.00 - $16.00 per hour, 20-35 hours). Energetic, creative, and responsible leaders are needed to work with children ages 5-12 at Summer Camp programs, childcare and other youth activity programs. Under direct supervision, leaders are responsible for planning and implementing daily sports, games, arts-n-crafts, drama, songs, science, and nature activities. Leaders may also chaperon children on field trips and physically active activities like swimming. Must be available for 4-8 hours shifts Monday-Friday, between the hours of 7 AM- 6 PM. Minimum Qualifications: Must be at least 18 years old, a minimum of 1 semester or quarter of higher education credits, possess a valid California Driver’s License and previous experience is desirable.

FITNESS & SPORTS

GYM ATTENDANT/SCOREKEEPER: ($15.00 per hour, 5-20 hours per week) This position is responsible for assisting the operation of the youth and adult sports program. Duties include assisting with the set-up, take down and clean-up of playing facilities; issuing and collecting of equipment and supplies; operates scoreboard; maintain effective public relations and maintains accurate records of games played. Minimum Qualifications: Must be at least 16 years old. Experience in a variety of sports is preferred.

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**Fitness Attendant:** ($15.00 - $16.00 per hour, 5-15 hours per week). This position is best suited for energetic, health and fitness minded candidates who enjoy interacting with the public and enjoy helping others. Duties include: greeting and assisting members and visitors, provide high levels of customer service; provide fitness tours; set-up, take down and clean-up of classes; issue and collect equipment; provide basic operational instruction of fitness equipment; monitor safety; maintain accurate records; complete daily cleaning and sanitizing duties. **Minimum Qualifications:** Must be at least 18 years old, a minimum of 1 semester or quarter of higher education credits and possess a valid California Driver’s License. Experience or education in field of fitness and health is highly desirable, as well as previous experience in customer service.

**Parks**

**Park Monitor:** ($17.00-$18.00 per hour, 5-10 hours shifts on weekends between 6 am–8 pm). Responsible individuals are needed to maintain and enforce proper city procedures and policies in our parks, parking lots and ball fields. Park monitors would perform park inspections and enforce park policies, supervise patrons, renters, and daily facility management. Positions require ability to clearly communicate, stand firm on policies, control diverse situations and always possess a friendly disposition and professional demeanor. Ability to respond to customer service concerns, handle working in all weather conditions, be reliable with a strong work ethic and personal integrity. **Minimum Qualifications:** Must be at least 18 years old and possess a valid California Driver’s License and must have own reliable transportation.

**Preschool**

**Substitute Preschool Site Supervisor:** ($18.00 - $21.00 per hour; hrs. This is an on-call substitute position. Hours will vary depending on need, Monday – Friday). Under the general supervision of the Program Director, we are seeking professional, passionate and energetic individuals who are able to successfully manage a preschool classroom, develop lesson plans, and effectively promote the emotional, physical, mental and social wellbeing in a classroom environment. This is a classroom position, not an administrative/office position. **Minimum Qualifications:** This position requires an AA or a minimum of 60 units including 24 ECE/CD units with core courses, 16 GE units plus 6 administration units and 2 adult supervision units. Applicants must be qualified as a California State licensed Site Supervisor, have 3-4 years’ experience working with children ages 2-5, and possess a valid California Driver’s License.

**Tot Time Substitute Teacher:** ($16.00 - $17.00 per hour depending on knowledge/skill level, prior experience and ECE units). This is an on-call substitute position. Hours will vary depending on need. Monday–Friday. Caring, creative and responsible staff are needed to work with children ages 3-5. Under general supervision of the Program Coordinator, staff is responsible for planning and implementing daily age-appropriate activities including crafts, games, songs, drama, storytelling, and supervised play. **Minimum Qualifications:** Must be at least 18 years old and possess a valid California Driver’s License. Prior experience working in early childhood education or recreation required, possession of 12 ECE/ED units desired.

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**TENNIS**

**TENNIS INSTRUCTOR:** (TBD- Competitive pay determined by experience and certification, 5-35 hours per week). Experienced, athletic, and passionate leaders are needed to teach group, private, semi-private and household tennis lessons to people of all ages. Assist with planning and implement daily tennis activities for beginning, intermediate, and advanced students. Must be upbeat, energetic, and creative throughout each lesson. Able to instruct large groups of different abilities at one time and always maintain a safe environment. **Minimum Qualifications:** Must have knowledge of basic Tennis game play and rules, minimum of 16 years of age. Available to work up to 7-8 hours shifts Monday-Friday, between the hours of 8 AM -5 PM and Saturdays and Sundays.

**TEENS**

**TEEN LEADER:** ($15.00 - $16.00 per hour, 15 - 35 hours per week)  
Energetic, creative, and responsible leaders are needed to work with teen’s ages 12-16 years at Teen Camp, Teen Center Programs, and Teen Workshop. Under direct supervision, leaders are responsible for planning and implementing sports, daily games, arts-n-crafts, and teen appropriate activities. Leaders will also chaperone campers on occasional field trips and swimming. **Minimum Qualifications:** Must be at least 18 years old and possess a valid California Driver’s License. Previous teen experience is desirable. Must be available for 6-8 hours shifts Monday-Friday, between the hours of 7 AM-6 PM.

**GENERAL PHYSICAL REQUIREMENTS:** All positions require certain physical abilities which may include occasional to frequent standing, sitting, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, running and climbing in the performance of daily activities, as well as the ability to withstand working in an outdoor environment with exposure to sun, dust, wind, pollen and vegetation. Positions may also require physical coordination, repetitive movements, and the ability to lift and carry up to 50 pounds.

**Deadline to apply for most positions is MONDAY FEBRUARY 7, 2022.** Any unfilled positions will stay open until filled. Interviews for all positions will be conducted in May, and most summer positions begin in June and end in August. Applicants will be required to attend pre-summer training and orientation. In addition to any specific qualifications, **all positions** will require a background check, current TB test and ability to attain CPR, AED & First Aid certifications by first day of employment.

**HOW TO APPLY:** Go to: [www.unioncity.org/jobs](http://www.unioncity.org/jobs), locate the Human Resources page and follow Check Employment Opportunities. Review the list of current employment opportunities. Click on the desired position, you will be redirected to the Cal-Opps website where you can view the job description and apply online. For more information about any of these positions, call (510) 675-5488 or (510) 675-5329 or email hollycenter@unioncity.org.

**City of Union City Website:** [www.UnionCity.org](http://www.UnionCity.org) : Human Resources /Employment Opportunities

AN AFFIRMATIVE ACTION EMPLOYER:
Qualified applicants receive equal consideration without regard to race, color, religion, sex, national origin, ancestry, age, marital status or disability, except where dictated by the requirement of the job. In accordance with Federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, please contact the Recreation Supervisor prior to the final date for accepting applications. Medical documentation must be provided upon request. As a request of the 1986 Immigration Reform Act, you must, prior to employment, furnish proof of your identity and eligibility for employment in the United States.

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