ANNOUNCES EMPLOYMENT OPPORTUNITY FOR
Library and Recreation Coordinator

Full-Time Position:  
$37.23 - $45.28 per hour

Filing Deadline:  
5:00 pm  
May 7, 2021

Please apply online at:  
cityofpleasantonca.gov

THE DEPARTMENT

With a vision to inspire a vibrant community, the Library and Recreation Department is structured around the shared values of integrity, collaboration, customer service, inclusiveness and innovation. The department oversees library services; senior services; the City’s performing, literary, visual, cultural and public art activities; environmental education; facility rentals; a variety of indoor and outdoor camps, classes, events, sports and aquatics for all ages; as well as cemetery and paratransit services.

THE COMMUNITY

One of Northern California’s premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

TO BE CONSIDERED

If you are interested in this outstanding career opportunity, please consider submitting your application and supplemental questionnaire through our online application process at www.cityofpleasantonca.gov. Applications are also available at the Human Resources Department, City of Pleasanton, 123 Main Street, Pleasanton, CA 94566. Incomplete applications will not be accepted. Deadline for application submission is 5:00 p.m. on Friday, May 7, 2021. Postmarks will not be accepted.

SELECTION PROCESS

Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. The qualifications of each applicant, as set forth in the employment application, will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include practical and written exercises intended to assess the candidate’s ability to perform certain duties of the position.

COMPENSATION AND BENEFITS

- $37.23 - $45.28 per hour
- Choice of One of Four Comprehensive Health Plans
- Dental Plan Coverage
- Life Insurance and AD&D Coverage of $35,000
- 11 Paid Holidays
- Floating Holidays
- Paid Sick Leave
- Short Term/Long Term Disability Plan
- Annual Vacation Beginning with 10 Days
- CalPERS Retirement Plan

All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, natural origin, or age. Reasonable accommodations will be made for disabled applicants. candiates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications or any special needs requirements, please contact Human Resources at (925) 931-5048.
The Position

The Library and Recreation Coordinator has primary responsibility for designing, developing, implementing and evaluating library and recreation programs, including staff, equipment, supplies and facilities and is the journey level professional classification. Receives general supervision from a Supervisor or Manager. Exercises direct supervisory responsibility for part-time and seasonal staff within assigned programs. The current opening is in the Library Division. The Library functions as both the information hub and community center for the City.

Typical Duties

- Develops and implements assigned library and recreation programs including securing facilities, supplies and equipment; selecting, training and evaluating staff; scheduling and promoting activities; and evaluating results.
- Ensures program staff, equipment and supplies are available and ready prior to the start of program activity.
- Trains, supervises and evaluates program staff including part-time, temporary and volunteer staff.
- Ensures activities run smoothly and according to program objectives and guidelines, and general departmental philosophy. Makes recommendations for improvement in programming where needed.
- Maintains a variety of program records including attendance, accounting, accident/incident reports and citizen concerns.
- Receives and accounts for program user fees, if applicable.
- Enforces City and department rules and regulations.
- Performs routine facility/equipment maintenance tasks.
- Renders basic First Aid/CPR as necessary.
- Receives, researches, responds and forwards citizen complaints.
- Work evenings, weekends, extended hours and during community events.

THE IDEAL CANDIDATE

Will have the skills and abilities to:

- Organize people, supplies, equipment and facilities.
- Plan, schedule and evaluate activities.
- Administer basic First Aid/CPR.
- Develop, coordinate, and implement suitable library, recreation and community programs. Analyze, interpret and explain department policies and procedures. Supervise, train, and evaluate subordinates.
- Establish and maintain effective working relationships with public groups, agencies, the media, and others contacted in the course of work. Evaluate and resolve problems and conflicts. Exercise good judgment, tact, and courtesy.

Will have the knowledge of:

- Library, recreational, cultural, human services, and social needs of the community.
- Modern theories, techniques, and methods for planning, implementing, and maintaining a variety of library, recreation, leisure, and human services activities and programs through community participation.
- Principles and practices of program administration including budgeting, purchasing, and personnel management. Principles and techniques used in library and recreation programming, supervision and performance management.

Education and Experience:

Any combination of education and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. A typical way to accomplish this includes:

Bachelor’s degree in recreation, public administration, event planning, education or a related field from an accredited school and one to two years progressively responsible experience in community or library programming.

License:

- A valid California Driver’s License is required.
- Certification in CPR and First Aid are required within six months of employment.
Summer Drama & Music Camps
Part-Time, Temporary
$14.08 - $18.86 per hour (depending on experience)

Spend the Summer Season engaging youth and teens in the Performing Arts. Summer Drama and Music Camps offer a holistic and creative experience for youth and teens ages 5-18. Camp Directors and Teaching Artist staff are needed in the following camp areas: Lil Sparks (Ages 5-6), Theater Arts Intensive KIDS and TEENS (ages 7-11 & 11-17), High School Theater Masterclass (grades entering 9-12), High School Cabaret Performance (grades entering 9-12), Teen Improv Camps for Middle School and High School (grades entering 6-8 and 9-12)

Positions Currently Open: Recreation Leader II, Recreation Leader III, and Seasonal Senior Recreation Leader

THE IDEAL CANDIDATE

• Be at least 16 years of age.
• Have at least 2 years of performing arts and youth work experience.
• Be passionate about and inspiring youth and teens to appreciate the performing arts.
• Enjoy working with youth and teens.
• Be a vocal, energetic, and enthusiastic leader who acts with integrity and possesses a great sense of humor, along with providing excellent customer service.
• Be able to climb stairs, squat and lift 40 lbs.

TYPICAL DUTIES

• Lead theater activities for participants in anticipation of culminating performances.
• Create/follow daily program plan and rehearsal/performance schedules.
• Supervise production staff (Camp Directors only).
• Act as a role model for staff, volunteers and participants.
• Ensure safety of campers and staff at all times.
• Administer first aid as required.
• Communicate productions needs to relevant staff.

Summer Drama and Music Camp Dates: June 14 through August 6
All staff will work the mandatory training weeks of June 3 – 14

Applications will be reviewed as they are received. The most qualified applicants will be invited and will take part in an interview process, date and time to be determined. Prior to starting employment, the selected applicants must provide a copy of a certificate showing that they have undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants under age 18 must provide a copy of a current work permit prior to starting employment. Applicants selected for the positions will be required to undergo and successfully pass fingerprint checks and Covid test by the City prior to starting employment.

If you are interested in these positions, please complete the ‘Summer Recreation Jobs’ application available at www.pleasantonjobs.org.
If you have questions about this position, you may contact Rob Vogt, Recreation Supervisor, at rvogt@cityofpleasantonca.gov or (925) 931-3456.
The City of Pleasanton’s Gingerbread Preschool program seeks a part-time Preschool Aide to work at the Gingerbread Preschool, 4333 Black Avenue, Pleasanton.

Under direction from the Preschool Teacher, the Preschool Aide will work during the school year (September to June) with children ages two (2) to six (6) years old. Classes are offered Monday through Friday between the hours of 8:00am-4:00pm.

This is a part-time, temporary position. The selected employees cannot work more than 1000 hours in a fiscal year (July 1 to June 30). This position offers no benefits, but does contribute to Apple and Medicare.

THE IDEAL CANDIDATE
• Must be 18 years of age.
• Demonstrate knowledge of early childhood best practices.
• Ability to supervise and lead children ages two (2) to six (6) years of age.
• Ability to communicate effectively and possess excellent interpersonal skills while interacting with program participants, co-workers, supervisors, and the general public.
• Must be able to climb stairs, squat, kneel, sit with children on the floor, and lift 40 pounds.
• Certifications for CPR and First Aid is required prior to starting employment with the City.

TYPICAL DUTIES
• Assists with classroom set up and clean up.
• Assists program participants.
• Facilitating classroom activities according to prepared curriculum.
• Work effectively in a team environment.
• Attending mandatory training and staff meetings.
• Administer first aid as required and maintain a safe program environment and facility.

Applications will be reviewed as they are received. The most qualified applicants will be invited and will take part in an interview process, date and time to be determined. A reference check will be conducted prior to making an offer of employment. Prior to starting employment, the selected applicants must provide a copy of a certificate showing that they have undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants under age 18 must provide a copy of a current work permit prior to starting employment. Applicants selected for the positions will be required to undergo and successfully pass fingerprint checks and Covid test by the City prior to starting employment.

If you are interested in these positions, please complete the ‘Preschool Aide’ Application available at www.pleasantonjobs.org

If you have questions about this position, you may contact the Recreation Supervisors at pytsupervisor@cityofpleasantonca.gov or (925) 931-3432.
Preschool Teacher
Part-Time, Temporary
$17.11 - $20.80 per hour (depending on experience)

Under the direct supervision of the Recreation Supervisor, the Preschool Teacher will perform various duties teaching children ages 2-6 at Gingerbread Preschool (school year, summer, and substitute). Work schedule and the number of work hours per week is not guaranteed, and is dependent upon enrollment and the needs of the program as determined by City staff.

This is a part-time, temporary position. The selected employees cannot work more than 1,000 hours in a fiscal year. This position offers no benefits, but does contribute to Apple and Medicare. Certifications for CPR and First Aid is required prior to starting employment with the City.

THE IDEAL CANDIDATE

• Implement weekly themed curriculum.
• Ensure activities are set up and clean up is accomplished.
• Manages the storage of equipment and supplies in assigned classroom.
• Facilitates child/staff and parent/staff communication.
• Interprets and enforces policies and procedures.
• May operate as “person-in-charge” of preschool facility/program.
• Assign tasks to subordinate staff/volunteers.
• Evaluates subordinate staff and program.
• Administer first aid as required and maintain a safe program environment and facility.

TYPICAL DUTIES

• Must be 18 years of age.
• A minimum of 12 Early Childhood Education Semester Units is required.
• At least one year of work experience supervising children in a preschool or child care setting.
• Possess excellent customer service skills, good oral communication skills, a professional appearance and demeanor, and training skills.
• Have experience working with young children, managing equipment and supplies, and working with supervisors on an overall program level.
• Be able to develop program activities, assist and interact with program participants and City employees with tact and courtesy, establish and maintain effective working relationships, resolve conflicts, and provide leadership for and direction to Preschool Aides and volunteers.
• Knowledge of philosophy, objectives and requirements in the implementation of early childhood programs.
• Must be able to climb stairs, squat, and lift 40 lbs.

Applications will be reviewed as they are received. The most qualified applicants will be invited and will take part in an interview process, date and time to be determined. Prior to starting employment, the selected applicants must provide a copy of a certificate showing that they have undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants selected for the positions will be required to undergo and successfully pass fingerprint checks and Covid test by the City prior to starting employment.

If you are interested in these positions, please complete the ‘Preschool Teacher’ Application available at www.pleasantonjobs.org.

If you have questions about this position, you may contact the Recreation Supervisor at pytsupervisor@cityofpleasantonca.gov.
Program Assistant - Gallery Assistant
Part-Time, Temporary
$25 per hour

Under the supervision of the Recreation Coordination, the Senior Recreation Leader – Gallery Assistant will perform duties in relation to the City of Pleasanton’s Harrington Gallery and visual arts programs.

The hours for the Harrington Gallery and programs currently include Thursdays 10am-12pm, Thursdays 3-5pm, and 11am-3pm on Saturdays. Gallery hours are subject to change and additional weekend and evenings will be required due to the programmatic nature of the position.

The Ideal Candidate

- Has a strong interest in visual arts programs and Harrington Gallery activities, along with a desire to share with the public.
- Has at least 2 years of visual arts experience.
- Enjoys working with children, teens and adults.
- Possesses excellent customer service skills and good oral communication skills.
- Makes independent decisions, demonstrates professionalism, and uses good judgment.

Typical Duties

- Plan, implement and evaluate visual arts programs that related to Harrington Gallery shows including art workshops, artist talks and tours.
- Lead gallery programs and activities for participants of all ages
- Greet the public, answer questions, and provide information about the Harrington Gallery shows.
- Ensure the safety of participants and staff and administers first aid as required.
- Assist with the marketing and promotion of arts programs and activities.
- Open and closes the Harrington Gallery and serves as the person-in-charge of facilities and activities in the absence of the Recreation Supervisor and Recreation Coordinator.

Applications will be reviewed as they are received. The most qualified applicants will be invited and will take part in an interview process, date and time to be determined. A reference check will be conducted prior to making an offer of employment. Prior to starting employment, the selected applicants must provide a copy of a certificate showing that they have undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants under age 18 must provide a copy of a current work permit prior to starting employment. Applicants selected for the positions will be required to undergo and successfully pass fingerprint checks and Covid test by the City prior to starting employment.

If you are interested in this position, please complete the ‘Program Assistant - Gallery Assistant’ application available at www.pleasantonjobs.org.

If you have questions about this position, you may contact Rob Vogt, Recreation Supervisor at rvogt@cityofpleasantonca.gov or (925) 931-3456.
The City of Pleasanton Sports division is seeking several part-time Recreation Leader II positions to referee, coach, and score keep for various City programs. Under direction of the Recreation Coordinators, Recreation Leader II’s may work 0-40 hours per week on a flexible schedule. The schedule includes a variety of weekday, weekend, evening, and holiday shifts. The selected employees cannot work more than 1,000 hours per fiscal year. The position offers no benefits but does contribute to Apple and Medicare. CPR and First Aid certifications are required (employees will be trained upon hire).

THE IDEAL CANDIDATE

• Possess knowledge of basketball and softball rules and regulations.
• Have a high degree of attention to detail, while remaining calm under pressure, and make independent decisions and use good judgment in applying City policies, rules and regulations.
• Provide excellent customer service and perform all duties in a professional manner, and be able to enthusiastically interact with parents and spectators.
• Lift 25 pounds and perform some manual labor.
• Under limited supervision, work with participants in a positive and effective manner.
• Carry out various special assignments as designated by supervisor.

TYPICAL DUTIES

• Assist with program set up and clean up.
• Assist with program implementation.
• Assist Monitors with enforcing facility and program rules/regulations.
• Officiate, coach, and score keep youth basketball games.
• Score keep adult softball games.

Applications will be reviewed as they are received. The most qualified applicants will be invited and will take part in an interview process, date and time to be determined. Prior to starting employment, the selected applicants must provide a copy of a certificate showing that they have undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants under age 18 must provide a copy of a current work permit prior to starting employment. Applicants selected for the positions will be required to undergo and successfully pass fingerprint checks and Covid test by the City prior to starting employment.

If you are interested in these positions, please complete the ‘Recreation Leader II - Sports’ Application available at www.pleasantonjobs.org.

If you have questions about this position, you may contact Nilo Velazquez, Recreation Supervisor, at nvelazquez@cityofpleasantonca.gov.
The City of Pleasanton Human Services division seeks a part-time Recreation Leader III to assist with weekend programs and operations at the Alviso Adobe Community Park for our Cultural and Environmental Education Program. Under direct supervision of the Recreation Coordinator, the Recreation Leader III may work approximately 10-15 hours per week on a flexible, year-round schedule. The position services in a lead role on weekends primarily, and other days as needed, to provide customer service to the community, secure and monitor historic facilities and museum, and assist with programming.

**THE IDEAL CANDIDATE**
- Apply knowledge and base skills to articulate historic facts and relevance.
- Show interest in Pleasanton’s rich cultural and natural history and desire to interpret it to the public.
- Provide excellent customer service and perform all duties in a professional manner.
- Make independent decisions and use good judgment in applying City policies, rules and regulations.
- Establish and maintain working relationships with other City employees and the public.
- Communicate orally and in writing.
- Be reliable, courteous, responsible, friendly, diplomatic and punctual.
- Provide feedback and look for ways to improve and enhance the participant experience.

**TYPICAL DUTIES**
- Open and close park facilities; serve as the person-in-charge of the facility and activities in the absence of the supervisor.
- Greet the public, answer questions and provide information (via phone, e-mail, in person); conduct park tours as needed.
- Conduct research on Museum artifacts, programs, and events.
- Assist with delivery of natural and cultural history programs.
- Perform routine checks on facilities to ensure safe conditions are in place.
- Assist with maintaining department/program records.
- Maintain facilities for City programs and public use.
- Create marketing materials, including program flyers, newsletters, etc.
- Any other additional duties as assigned by supervisor.

Applications will be reviewed as they are received. The most qualified applicants will be invited and will take part in an interview process, date and time to be determined. Prior to starting employment, the selected applicants must provide a copy of a certificate showing that he/she has undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants under age 18 must provide a copy of a current work permit prior to starting employment. Applicants selected for the positions will be required to undergo and successfully pass fingerprint checks by the City prior to starting employment.

If you are interested in these positions, please complete the ‘Recreation Leader III - Alviso Adobe’ Application available at www.pleasantonjobs.org. If you have questions about this position, you may contact Martha Cerda, Recreation Coordinator at mcerda@cityofpleasantonca.gov.
RecReation Leader iii - SpoRtS (Gym/FieLd monitoR)
PART-TIME, TEMPORARY
$15.52 - $18.86 PER HOUR (DEPENDING ON EXPERIENCE)

The City of Pleasanton Sports program seeks several, part-time Recreation Leader III’s to work as a program/facility monitors at various sites. Under direction of the Recreation Supervisor-Sports Division, employees will open and prepare gymnasiums/fields for program activities; process passes for drop-in sports programs, monitor facility use, answer program questions, clean and inspect facilities for safety as necessary.

Recreation Leader III, on average, may work 0-40 hours per week on a flexible schedule. The schedule includes a variety of weekday, weekend, evening and holiday shifts throughout the year. This is a part-time, temporary position. Selected employees cannot work more than 1,000 hours per fiscal year. The position offers no benefits but does contribute to Apple and Medicare.

THE IDEAL CANDIDATE
• Be able to work in an indoor and outdoor environment.
• Be able to lift 25 pounds and perform some manual labor.
• Be able to interact well with the public with minimal direct supervision, follow oral and written instructions, and take directions well.
• Be reliable, responsible, friendly, diplomatic and punctual.
• Be willing and able to carry out various special assignments, as designated by the Recreation Supervisor.
• Be willing and able to provide feedback and look for ways to improve and enhance participant experience.
• High School Diploma or GED.
• One-year experience as Recreation Leader II, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
• CPR and First Aid certification (employees will be trained in both upon hire).
• A valid California driver’s license.

TYPICAL DUTIES
• Open and inspect gyms and fields for safety and prepare facility for specific program use.
• Facilitates activity use and provide a high level of customer service.
• Answer questions and provide information to patrons.
• Serve as on-site supervisor and problem solve.
• Inspect and store activity equipment and secure facilities at the end of each shift and complete specified reports.
• Interpret and enforce all program and facility rules and regulations.
• Clean facility (including restrooms) during and at the end of each shift.
• Prepare softball fields and gymnasiums for league and tournament play.
• Scorekeep league games (primarily basketball and softball).
• Coach and referee practices and games (primarily youth basketball).

Applications will be reviewed as they are received. The most qualified applicants will be invited and will take part in an interview process, date and time to be determined. Prior to starting employment, the selected applicants must provide a copy of a certificate showing that they have undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants under age 18 must provide a copy of a current work permit prior to starting employment. Applicants selected for the positions will be required to undergo and successfully pass fingerprint checks and Covid test by the City prior to starting employment.
Summer Day Camp is an all-day day camp that meets at Amador Recreation Center. Weeks are filled with games, crafts, swimming, and the occasional karaoke session. We’re looking for fun members to join our awesome team of returning staff! Camps serve two separate age groups: Grades 1-3 and Grades 4-6.

Positions Currently Open: Recreation Leader II

THE IDEAL CANDIDATE
- Be at least 15.5 years of age (must be 18 for Recreation Leader III).
- Supervise and lead youth of various ages with a positive attitude.
- Communicate effectively and possess excellent interpersonal skills while interacting with program participants, co-workers, supervisors, and the general public.
- Demonstrate an interest in working outdoors.
- Have reliable transportation to all camp locations.

TYPICAL DUTIES
- Supervise campers during program.
- Plan and facilitate activities, songs, games and hikes including set up and clean up.
- Provide great customer service to participants and parents.
- Maintain safe program environment.
- Administer first aid in an outdoor, camp, and/or wilderness setting as required (staff will be trained).
- Other duties as assigned.

Summer Day Camp Dates: June 7 through August 6. Mandatory trainings will be held the week of June 1 – 4.

Applications will be reviewed as they are received. The most qualified applicants will be invited and will take part in an interview process, date and time to be determined. Prior to starting employment, the selected applicants must provide a copy of a certificate showing that they have undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants under age 18 must provide a copy of a current work permit prior to starting employment. Applicants selected for the positions will be required to undergo and successfully pass fingerprint checks and Covid test by the City prior to starting employment.

If you are interested in these positions, please complete the ‘Summer Recreation Jobs’ application available at www.pleasantonjobs.org

If you have questions about this position, you may contact Julian Mireles, Recreation Coordinator, at jmireles@cityofpleasantonca.gov or (925) 931-3474.