



# INVITES APPLICATIONS FOR THE POSITION OF

## RECREATION LEADER

APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

### FILING DEADLINE

Open Until Filled

### SALARY

\$13.00 – \$21.37/hour

### JOB TYPE

Part-time, Temporary/Seasonal (no more than 18 hours per week)

### THE POSITION

Under general supervision, lead and conduct activities in the delivery of recreation program areas including preschool, playground, after school programs, parks, teens, sports, special events, and senior citizen; Oversee the proper use of a community recreational facility; perform a variety of custodial tasks; assist the public and staff in their use of the facility.

The Recreation Leader classification is distinguished from the Recreation Aide level in the complexity of duties assigned, independence of action taken, the amount of time spent performing the duties, the nature of the public contact made, and its training responsibilities of new staff. Positions at this level are required to be fully trained in all procedures related to assigned area of responsibility.

The Recreation Leader position may be assigned to the following areas:

Aquatics: Under general supervision, this assignment includes setting up and cleaning community recreational facilities before, during and after activities and rentals.

Community Events/Festivals: Under general supervision, this assignment supports city-wide special events with set-up and take-down of furniture and equipment; enforcing safety rules and regulations; and maintaining orderly participant conduct at various events.

Dublin Senior Center: Under general supervision, this assignment includes setting up and cleaning community recreational facilities before, during and after activities and rentals.

Family Programs: Under general supervision, this assignment supports the After School Program, Student Union, and summer camp activities. Duties also include developing and directing weekly lesson plans and activities.

Heritage Park and Museums: Under general supervision, this assignment includes setting up and cleaning community recreational facilities before, during and after activities and rentals. This position will also provide facility and exhibit orientations and/or tours including appropriate tour materials.

Park Monitor: Under general supervision, this assignment monitors patrons, patrols parks and enforce rules at City of Dublin parks to ensure that permit areas are safe, clean, functional; and notify the Police Services as to any irregularities when appropriate.

Preschool Program: Under general supervision, this assignment assists with organization and instruction of preschool classes for children 18 months through 5 years. Duties also include developing and directing weekly lesson plans and activities.

Shannon Community Center: Under general supervision, this assignment oversees the proper use of a community recreational facility; performs a variety of custodial tasks; and assists the public and staff in their use of the facility.

Sports Programs: Under general supervision, this assignment is responsible for officiating a variety of sports league events and also serves as official scorer-of-record at sports events.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plan, oversee, and conduct recreational activities in program areas such as preschool, playground, parks, after school programming, teens, sports, museum, special events, and senior citizen activities.
- Conduct activities in areas such as arts and crafts, games, sports, music, drama, and nature study. Instruct participants in the rules and methods of playing indoor and outdoor games.
- Inspect activity areas and related equipment, make written reports of damage to equipment or facility and recommend maintenance and repair, as appropriate.
- Enforce safety rules and regulations; maintain orderly participant conduct.
- Provide minor first aid to recreation program participants/spectators and/or perform related first aid/emergency techniques.
- Exercise precautions necessary to ensure the safety of recreation program participants and spectators.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Open and close facilities as scheduled for use; clean up after facility users and set up for subsequent activities; secure the facility upon leaving.
- Set up furniture or equipment for activities scheduled and see that it is in proper condition and is replaced after use.
- Sweep and mop floors as required; keep restrooms and kitchen clean and well stocked with paper towels, tissues, etc.; empty trash receptacles throughout the facility as necessary.
- Responsible for monitoring adherence to building rules and party limitations. Maintain records and complete written program plans and reports.
- When work assignments are in public area of assigned facility, greet visitors, collect fees, have visitors sign guest book.
- Provide facility and exhibit orientations and/or tours including appropriate tour materials.
- Develop weekly lesson plans; plan and direct lessons, games, crafts and songs for after school and pre-school programs.
- Function as supervising attendant for evening rentals and weekday evening shifts, as necessary. Monitor patrons, patrol parks and enforce rules to ensure that permit areas are safe, clean, and functional; notify Dublin Police Services as deemed necessary.
- Observe park conditions to ensure that permit areas, including picnic areas and fields are within appropriate standards.
- Post City information as required and remove outdated and or unauthorized notices. Confirm reservations for specific permitted areas; resolve conflicts when appropriate.
- Make determinations and interpretations regarding reservations for specific permitted areas.
- Provide advice and information on park and recreation regulations to the public when requested and/or as needed; prepare incident reports and related documentation as needed.
- Train and oversee activities of part-time staff, as assigned.
- Ensure that activities operate in accordance with general department philosophy, objectives and guidelines.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### Training and Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

1. Education: Equivalent to completion of three years of high school. Some college level course work in recreation, early childhood education, leisure services, or a related field are desirable.
2. Experience: A minimum of one-year experience performing duties similar to that of a Recreation Aide.

### Knowledge Of

- English usage and vocabulary.
- Operational characteristics of the assigned programs.
- Principles and practices of facility maintenance and operational practices. Principles and practices of standard safety precautions.
- Customer service techniques.
- Techniques of instruction for conducting recreation programs in preschool, playground, parks, after school programming, teens, sports, museum, special events, and senior citizen activities.

### Ability To

- Conduct recreation activities; lead recreational activities such as games, arts & crafts, music and drama.
- Develop and implement effective program curriculum/content; plan and schedule activities. Organize people, supplies, equipment and facilities.
- Follow written and oral instructions.
- Express ideas and communicate effectively both verbally and in writing.
- Exercise courtesy and tact in dealing with recreation program participants and spectators. Deal with difficult or stressful situations in a calm and professional manner.
- Problem solve conflicts and disputes as applicable.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work effectively with preschool, elementary and teenage children and parents. Learn tour and exhibit content; provide tours to diverse audiences.
- Analyze and interpret facility policies and procedures.
- Explain and enforce rules, regulations, procedures and program objectives.
- Do heavy physical work including the lifting and moving of tables and chairs; perform routine maintenance tasks.
- Administer basic First Aid/CPR. Train and oversee part-time staff.
- Must be available to work nights, weekends and holidays.

### Licenses, Certifications, Special Requirements

- At time of hire, must be 16 years of age or older (18 years or age if assigned to Preschool Program).
- Work Permit, as applicable.
- Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of completed fingerprint screening and a satisfactory background check.
- Current certification in First Aid and CPR is required.
- Possession of a valid California Class C drivers' license and a Certificate of Automotive Insurance for Personal Liability.
- This classification is designated as a Mandatory Reporter; Completion of Mandated Reporter training is required within one month of employment.

## **BENEFITS**

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal position.

## **PHYSICAL STANDARDS**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures.

On an intermittent basis, sit at desk for long periods of time; stand, walk, and bend while assisting with recreation activities; squat, climb, kneel and twist when setting up various recreation programs; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; reach with hands and arms; perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less. While performing duties, the employee is regularly required to use written and oral communication skills; interact with City staff, volunteers, vendors, and the public.

## **THE SELECTION PROCESS**

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on "Member Agencies," "City of Dublin," then on "RECREATION LEADER" and "Apply Now." No faxed or e-mailed applications will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

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## **SUPPLEMENTAL QUESTIONS**

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The Recreation Leader is a Part-Time, Temporary position with no benefits. In order to continue in the City's recruitment process, you are required to respond/complete the following Supplemental Questions online:

1. Recreation Leader employees must be 16 years of age or older at the time of hire. Do you meet the minimum age requirement for the position?

- YES
- NO

2. Are you applying for a Preschool Program position?

- YES
- NO

3. If applying for a Preschool Program position, Recreation Leader–Preschool Program employees must be 18 years of age or older at the time of hire. Do you meet the minimum age requirement for this assignment?

- YES
- NO
- NOT APPLICABLE

4. Please indicate your preferred program area(s) you are applying for (mark all that apply):

- Aquatics
- Community Events/Festivals
- Dublin Senior Center
- Family Programs
- Heritage Park and Museums
- Park Monitor
- Preschool Programs
- Shannon Community Center
- Sports Programs

5. Please indicate your availability for WEEKDAYS below:

- 8:00 AM-1:00 PM
- 1:00 PM-6:00 PM
- 6:00 PM-12:00 Midnight

6. Please indicate your availability for WEEKENDS below:

- 8:00 AM-1:00 PM
- 1:00 PM-6:00 PM
- 6:00 PM-12:00 Midnight

7. If you could create your own work schedule (days of week/time preference) what would it be?