



LEAD RECREATION LEADER After School Program

Recreation Department

\$15.16 - \$18.87 hourly (20-25 hours per week), no benefits

After School Program-Solorsano Middle School:

MONDAY – FRIDAY, 1:00pm - 6:00pm,

plus additional hours as scheduled

This position is a year-round position with additional hours in the summer months as needed.

Closing Date for Application Packets: Open Until Filled

First review of applications is scheduled for Monday, October 16, 2017

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, there are **three (3) required items that must be submitted** in order for you to be considered:

- **A completed City of Gilroy/CalOpps online application form with supplemental questions completed.**
- **A list of five work-related references with contact information** (*Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.*)
- **Copy of current DMV driving record report (go to any DMV location) or on-line at www.dmv.ca.gov**

(There are several ways to submit the above required items: they may be uploaded as attachments to your on-line application, mailed, or dropped off at the Human Resources Department.)

ABOUT THE POSITION

City of Gilroy is recruiting for one (1) part-time Lead Recreation Leader for the After School Program located at Solorsano Middle School. The goal of the Recreation Department is to provide well rounded recreational programs including sports, homework assistance, cultural enrichment programs and field trips that promote a positive image of education and that provides role models and mentors to participating youth.

GENERAL DESCRIPTION:

Under supervision of a Recreation Coordinator and indirect supervision of a Recreation Supervisor, plan, organize, and direct the physical, recreational, and social activities of assigned recreation programs. Program areas include, but are not limited to, adult sports, youth sports, adult special classes, youth special classes, pre-school, therapeutics, recreation facilities, special events, seniors, museum, cultural arts, summer camps, and aquatics.

IDEAL CANDIDATE:

The “Ideal Candidate” will have:

- experience assisting with the supervision of staff and children
- excellent customer service skills to deal courteously with program participants and parents with the ability to solve minor disciplinary problems
- strong leadership skills with the ability to lead a team of Recreation Leaders at the After School Program
- a solid history of good working relationships with fellow employees
- experience working with children from different ethnic and socio-economic backgrounds
- the ability to work the hours required for the position(s)

EXAMPLES OF DUTIES:

- Observe program areas to insure cleanliness and safe, proper use of facilities and equipment.
- Participate in related training programs and staff meetings.
- Plan, organize, and direct a wide variety of programs and activities to meet the recreational, educational, physical and social needs in the community.
- Supervise and direct other personnel, including Recreation Leader I, Recreation Leader II, and aquatics personnel.
- Assist in site administration; act as site director in Recreation Coordinator’s absence.
- Perform a variety of clerical and administrative support functions for assigned program area as needed.
- Organize, lead, and evaluate a variety of recreation activities for multiple age groups.
- Assist in training other recreation personnel.
- Order, issue, and collect equipment.
- Provide elementary instruction in arts and crafts, such as finger painting and paperwork.
- Render first aid in the event of injury.
- Keep activity and attendance records.
- Open and close buildings and maintain in clean and orderly manner.
- Perform related work as required.

REQUIREMENTS, TRAINING EXPERIENCE AND QUALIFICATIONS:

1. High school diploma or equivalent.
2. Two (2) years of experience. A typical way to acquire experience is to have actively participated in sports programs, leadership, music, arts and/or music classes, or similar activities outside a school setting and have experience in supervising children, communicating with parents and the general public.
3. Leadership skills required.

4. Valid tuberculosis (TB) Certificate.
5. Possess and maintain a valid California Driver License along with a safe driving record necessary to operate assigned vehicle(s).
6. Pass a pre-employment drug test.
7. Pass a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.
9. Prefer bilingual (English/Spanish).

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire for this position is part of the on-line application form for this recruitment on Calopps.org (Member City: Gilroy). You must file your responses via the on-line application process.

Supplemental Questions:

1. Please list the total number of months and/or years of related/similar work experience that you have for this position and note if the work time was part-time or full-time including weekly hours worked. Include specific dates and timeframes for each position listed.
2. Please describe any experience you have working at or overseeing a after school program to include working with children from different ethnic and socio-economic backgrounds.
3. Please describe in detail your experience supervising children and communicating with parents and the public.
4. Please describe any experience that you have working with youth age 6 - 17. Please give specific examples and details of your work experience.
5. Please describe in detail your experience directly supervising staff. Please give specific examples and details of your supervisory experience.
6. Please describe how you would provide quality customer service to program participants and their families.

COMPENSATION, BENEFITS, AND ADDITIONAL INFORMATION

Other Information

Part-time employees are non-benefited, at-will positions. Part-time employees are enrolled in the PARS retirement system with the City making an employer contribution and the employee contribution (6.2%) being deducted from your payroll check. The PARS retirement system is in lieu of participating in social security. You will, however, participate in the Medicare portion of social security as that is a required program.

Payroll

All City employees are paid monthly, on the last business day of each month via direct deposit.

Work Hours

Part-Time employees must have availability to work the designated work schedule for the position and must be available to work additional or less hours as needed. The maximum work hours are 25 hours per week and may not exceed 108 hours per month.

Special Note

All recreation employees will attend a once-a-year, week-long training session.

APPLICATION PROCESS

The following are the **required** application materials and must be included with your application:

- City of Gilroy on-line employment application form via CalOpps including supplemental question for the Lead Recreation Leader position
- Current DMV printout of current driving record (go to any DMV location) or on-line at www.dmv.ca.gov
- A list of five work-related references (previous supervisors) with contact information.

City Application Form – Candidates must complete the CalOpps City of Gilroy application form for this position and submit on line.

Apply Online:

1. Go to <http://www.calopps.org>.
2. Click on “Member Agencies”
3. Click on the “City of Gilroy”
4. Scroll down until you see “City of Gilroy Job Openings”
5. Click on “Lead Recreation Leader”
6. Click on “Apply”
7. Click on “Create a Profile”

Please scan and save your attachments into PDF documents before uploading and attaching them to your application.

If for some reason you are not able upload the required application package items via CalOpps, then please fax them to: (408) 846-0200, or mail them to:

City of Gilroy
Human Resources Department
7351 Rosanna Street
Gilroy, CA 95020

This position is Open Until Filled. The first review of applications is scheduled for Monday, October 16, 2017. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the examination process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, required medical evaluation/testing, and drug screen, given at the City’s expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.