



RECREATION LEADER I or II After School Program

Recreation Department

Recreation Leader I - \$11.00 - \$11.56 hourly (20-25 hours per week), no benefits

Recreation Leader II - \$11.75 - \$14.23 hourly (20-25 hours per week), no benefits

**After School Program-Solorsano Middle School: MONDAY – FRIDAY, 2:15pm - 6:00pm,
plus additional hours as scheduled**

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

OPEN UNTIL FILLED

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, there are **three (3) required items that must be submitted with your application** 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 an attachment to your on-line application, mailed, or dropped off at the Human Resources Department.)

ABOUT THE POSITION

City of Gilroy is recruiting for part-time Recreation Leader I & II positions for the After School program. These positions will support the after school program at Solorsano Middle school and various recreation programs. The main goal of the Recreation Department is to offer excellent recreation programs that provide community members with a wide-range of opportunities to celebrate life and community through people, parks, programs, and special events which are delivered by a team of employees dedicated to offering quality recreational, social, and cultural services to all Gilroy residents.

GENERAL DESCRIPTION:

Recreation Leader I - Under direct supervision of a Recreation Coordinator and indirect supervision of a Recreation Supervisor or Lead Recreation Leader, assist in directing 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. This position may be a year round part-time position or seasonal position, depending on the recreation program.

Recreation Leader II - Under direct supervision of a Recreation Coordinator and indirect supervision of a Recreation Supervisor or Lead Recreation Leader, 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. This position may be a year round part-time position or seasonal position, depending on the recreation program.

The Ideal Candidate will:

- have experience assisting with the supervision of children and assisting an instructor with classroom responsibilities
- have excellent customer service skills
- have the ability to solve problems and conflicts.
- have good communication skills (be able to communicate with parents).
- be a team player with the ability to positively interface with other departments
- be available to work morning and afternoon program hours

EXAMPLES OF DUTIES:

Recreation Leader I

- Observe program areas to insure cleanliness and safe, proper use of facilities and equipment.
- Participate in related training programs and staff meetings.
- Assist in organizing a wide variety of programs and activities to meet the recreational, educational, physical and social needs in the community.
- Perform a variety of clerical and administrative support functions for assigned program area as needed.
- Assist in leading a variety of recreation activities for multiple age groups
- 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.
- May keep score at athletic events.
- Prepare field for various organized games.
- Perform related work as required.

Recreation Leader II (includes all of the above) AND:

- Plan, organize, and direct a wide variety of programs and activities to meet the recreational, educational, physical and social needs in the community.
- Organize, lead, and evaluate a variety of recreation activities for multiple age groups.
- Assist in training other recreation personnel.

REQUIREMENTS, TRAINING EXPERIENCE AND QUALIFICATIONS:

Recreation Leader I

1. Completion of Grade 10 or Sophomore year in High School.
2. Any related experience helpful. 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 some experience in supervising children, communicating with parents and the general public.

Recreation Leader II

1. High school diploma or equivalent.
2. One year 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 some experience in supervising children, communicating with parents and the general public.

Recreation Leader I & II

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

Supplemental Questions:

1. Please describe in detail your experience supervising children and communicating with parents and the public.
2. Please describe any experience that you have working with youth age 6 - 17. Please give specific examples and details of your work experience.
3. Please describe one specific thing you will do to engage the participants and make them want to come back to the program each day.
4. What school subjects are you strong in such that you could tutor and assist students with homework? Please explain.
5. Are you able to work Monday - Friday from 2:15 p.m. - 6:00 p.m. plus occasional Friday evenings and Saturdays for special events? Please explain any schedule conflicts that you may have.
6. Have you completed Grade 10 or Sophomore year in High School? If so, what grade are you currently in?
7. Please list the total number of months and/or years of relevant experience that you have for this position and note if any of this time was part-time or full-time. Include specific dates and timeframes when explaining this.
8. This position may require you to possess and maintain a valid California Driver License along with a safe driving record. (If you are selected for an interview, and your position requires you to drive, you will be required to submit a DMV printout of your driving record.) Please list any violations on your driving record

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 in June.

APPLICATION PROCESS

The following are the required application materials that must be submitted with your application:

- 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

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 "Recreation Leader I/II"
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. 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.**