



Now Accepting Applications for

RECREATION SPECIALIST

Temporary/Part Time Position/At-Will Employment

Hourly Rate: (A) \$15.19 (B) \$15.95 (C) \$16.75 (D) \$17.58 (E) \$18.46

Filing Deadline: CONTINUOUS UNTIL FILLED

Applications MUST be submitted online at www.GovernmentJobs.com

The Position:

Under general supervision, the Recreation Specialist will assist in the planning and implementing of recreation programs. The City of San Pablo is currently recruiting for Recreation Specialist in three areas which are Teen, After School and Kiddie Korner/Tiny Tots programming.

Qualifications:

- **Knowledge of:** Basic principles and purposes of the assigned recreational activity; rules governing sports/sportsmanship; principles of discipline; methods, equipment, and terminology in the particular recreation specialty; basic record keeping practices; safe and efficient work practices as they relate to recreational program related activities.
- **Ability to:** Coordinate and organize group activities by maintaining a safe environment and effective relationships with children and adults; earn the confidence and friendship of participants; command respect and maintain discipline; enforce rules and procedures; train and instruct others; deal tactfully with people; drive a vehicle in a safe and efficient manner; establish and maintain cooperative working relationships with those contacted in the course of work.
- **Experience:** One year experience of group counseling and/or recreational experience with children.
- **Education:** Two years of education from an accredited college or university with an emphasis in recreation or related field; extensive experience in counseling at-risk-youth is highly desirable.
- **Required License:** Possession of an appropriate and valid California Driver's License and maintenance of a satisfactory driving record.

Examples of Duties:

Duties may include, but are not limited to the following:

- Plan, organize and conduct various recreational, youth empowerment, and physical education activities, events, and programs. Prepare for scheduled activities, events, and programs and ensure that required paperwork, equipment and other materials are in order.
- Plan and direct group activities aimed at developing appropriate group interaction, encourage a sense of team work and fairness, interpersonal communication skills, and cooperation and ensure that order and discipline are maintained during recreational activities
- Assure proper set-up of facility and safety of program participants; ensure proper procedures are followed in program activities, both with regard to safety and program goals.
- Promote and publicize programs; prepare marketing material including flyers, schedules of events, brochures and activity guides.
- Ensure proper behavior on the part of program participants; takes disciplinary action as needed; Respond quickly to potential hazardous situations and accidents; prepare reports related to incidents.
- Supervise and coordinate the work activities of personnel, such as training staff members and assigning work duties.
- Encourage participants to develop their own activities and leadership skills through group discussions.
- Assist with innovation, planning, promotion, implementation and evaluation of programs, activities and special events.
- Respond to issues, concerns and complaints and resolve in a satisfying manner.
- Perform related duties as assigned.

APPLICATION/SELECTION PROCEDURES

Applications will only be accepted online at www.GovernmentJobs.com. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to GovernmentJobs by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

<u>Applying Timeline</u>	<u>Employment Beginning</u>
January	March
February	April
March	May
April	June
May	July
June	August
July	September
August	October
September	November
October	December
November	January
December	February

Background Investigation and Pre-employment Medical Examination: The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS:

1. Please describe your experience with Microsoft Office and any additional computer programs.
2. What techniques would you use to tactfully deal with program participants and their parents?
3. Have you ever been in charge of a pre-k, teen, sport league, or after school program? Please provide details.