



Now Accepting Applications for
RECREATION LEADER

Hourly Rate: **\$14.42 - \$17.53 per hour**
Part-Time/Temporary; At-Will Employment

Filing Deadline: Open until filled

Applications MUST be submitted online at www.GovernmentJobs.com

The City of San Pablo is seeking numerous Recreation Leaders to assist in the coordination and delivery of a wide variety of recreation programs including but not limited to preschool, afterschool, summer and seasonal camps, special events and more at multiple sites throughout the City.

About the Position: The incumbents will serve as a member of the Community Services Department and will receive close supervision from a full-time member of the Recreation Division.

Experience and Training: This is an entry level position. Candidates must be at least 16 years or old and have an interest in working with children. Work hours will depend on assignment but can include nights and weekends.

Required License or Certificate: A work permit is required if under the age of 18 years. Depending on the position, the candidate may be required to obtain after hiring the following: A valid California Class C Driver’s License and maintenance of a satisfactory driving record; First Aid Certification; Cardio Pulmonary Resuscitation (CPR) Certification; AED Certification.

How to apply: Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. This is an ongoing recruitment so we will be continuously accepting applications. 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.

Recruitment timeline: We are looking for at numerous positions ASAP to work as early as Sep 20, 2021.

Background investigation and Pre-employment medical examination: Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which may include a TB test. Americans with Disabilities Act (ADA): Please contact the Human Resources 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.

All applicants are advised that all City employees (full- and part-time) must comply with the City’s current COVID policies.

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

Please respond in detail to the questions below, as they will be used as a screening criteria. Applications without supplemental questions will not be considered.

1. Please tell us why you are interested in this position.
2. Do you have specific experience working with or providing programs for toddlers, youth and/or teens? If so, please provide details of your experience.
3. Do you speak any languages other than English? If so, what language and to what ability?