

## RECREATION PROGRAM LEADER

**SALARY:** \$17.39 to \$21.14 hourly

**FINAL FILING DATE:** We are accepting applications until this position is filled. **PERS retired annuitants are not eligible to apply.**

**IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.**

### THE POSITION

The Human Resources Department is accepting applications for the temporary and part-time position of Recreation Program Leader in the Parks Recreation, & Libraries Department. PERS retired annuitants or current PERS members are not eligible to apply. The normal work schedule will be: May through August, Sunday through Saturday, up to 40 hours per week. **This position is limited to a maximum of 1,000 hours per fiscal year.**

The City of Roseville promotes a no smoking atmosphere.

### THE CITY

The City of Roseville (COR) incorporates the following CORE Competencies as part of the City's culture:

- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one's own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

### THE DEPARTMENT

The City of Roseville Parks, Recreation & Libraries Department incorporates our culture into our everyday interactions with our co-workers and our community.

- Take Pride - We're proud of the services that we provide to our residents.
- Be Creative - We encourage an environment that allows for passion and innovation.
- Always Improving - We embrace change by fostering opportunities to learn, adapt and grow.
- Work As a Team - Teamwork makes us stronger, more efficient and adds value to our department.
- Make it Fun - We celebrate our co-workers, achievements and successes.

### DEFINITION

To perform a variety of duties related to assist with planning, coordinating and supervising recreation and/or aquatics programs.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

- Assist with planning and directing a variety of program areas which may include aquatics, adult sports, senior citizen activities, specials interest classes and youth programs.
- Aid in the recruitment, selection and training of seasonal employees and volunteers.
- Prepare reports, schedules, and other administrative material.
- Promote assigned programs through news releases, public service announcements, and flyers.

- Coordinate distribution and assignment of department uniforms and equipment.
- Monitor and adhere to the program budget.
- Supervise assigned temporary staff and/or volunteers; schedule, train and monitor staff relative to assigned duties; review timekeeping system of assigned staff for accuracy.
- Promote and enforce safety procedures, including proper use of equipment; render first aid and CPR, if certified, as required.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Basic knowledge of modern methods, techniques, principles and procedures used in the planning and supervision of recreation and/or aquatics programs and facilities.
- Principles and practices of employee selection, training, supervision, and evaluation.
- Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.
- Basic methodology of organizing groups, programs, and services in a recreational setting.
- Administrative procedures and practices including communications, decision making, budget management, and public information.
- Principles and techniques of first aid and CPR.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Report writing techniques.

### **Ability to:**

- On a continuous basis, know and understand operations and observe safety rules; walk long distances; intermittently interpret policies and procedures, and explain operations and problem solve issues for the public and with staff; if assigned to aquatics: on a continuous basis, swim with proficiency and endurance; render life saving measures.
- Intermittently set up booths, hang banners, move tables, chairs and carry supplies; lift or carry weight of 45 pounds or less.
- Plan and coordinate a recreation program suited to the needs of the community.
- Prepare required schedules and reports; maintain accurate and up-to-date records.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Supervise, train and evaluate assigned temporary staff and volunteers.
- Learn to operate a computer as necessary to perform job duties.
- Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.
- Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.
- Understand and carry out written and oral directions.
- Communicate tactfully with customers.
- Communicate effectively and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- When assigned to Aquatics, swim with proficiency and endurance.

## **Experience and Training**

### **Experience:**

Two (2) seasons of paid experience in administering and coordinating recreation programs or a related field.

### **Training:**

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree.

### **License or Certificate**

- Possession of a valid California driver's license by date of appointment.

- Possession of, or ability to obtain, CPR and First Aid certificates within six (6) months of hire.
- When assigned to Aquatics, Possession of a current American Red Cross Lifeguard Training certificate by date of appointment.
- Possession of American Red Cross Title 22 First Aid for Public Personnel and CPR/AED for the Professional Rescuer certificates by date of appointment.
- Possession of a current American Red Cross Water Safety Instructor (WSI) or equivalent certificate by date of appointment.
- Possession of Advanced First Aid or Emergency Medical Technician (EMT) certification is desirable.

Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.

### **SUPPLEMENTAL QUESTIONNAIRE**

1. Describe your experience planning and coordinating recreation programs and classes.
2. Describe your experience guiding, coaching, mentoring, and evaluating staff.
3. Describe your experience working with children ages 6-11.
4. Describe your experience working with children ages 3-5.

### **SELECTION PROCESS**

Applications will be screened by the Human Resources Department for minimum qualifications. Qualifying applicants may be contacted by the Department to interview. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.