



# City of Woodland

Community Services Department // 2001 East St. Woodland, CA 95776 // Phone: (530) 661-2000 // Fax: (530) 666-7257

The City of Woodland Community Services Department  
invites your application for:

## **ACTIVITY LEADER I/II**

Under direct supervision of the Activity Manager, provides fun and safe activities for youth. Currently hiring for position that work within the afterschool program.

### **Duties & Responsibilities:**

Conduct various recreational activities, teach arts and crafts, assist in tournaments, or do related work as assigned; coach and supervise sports activities; assist with special events; assist in implementing emergency procedures; enforce park rules and regulations; follow city policies and procedures; and completes other assigned duties.

### **Qualifications:**

Experience:	Working with youth in organized, well-structured activities.
Knowledge of:	Emergency, safety procedures, supervision and age appropriate recreational activities.
Ability to:	Communicate clearly and concisely both orally and in writing; understand and carry-out oral and written instructions; work cooperatively with other people contacted in the course of work; and interact successfully with youth.
Requirements	<p><b><u>Leader I:</u></b> must be at least <b>16 years of age upon appointment</b>, interested in recreation activities and desire to work with youth.</p> <p><b><u>Leader II:</u></b> education equivalent to graduation from high school, background in recreation, ECE, and other fields working with children.</p>
Certificates:	Red Cross Standard First Aid Certificate and Red Cross Community Cardiopulmonary Resuscitation (CPR). Certificates required.
Work Permit:	All appointees under age 18 will be required to have a work permit prior to beginning work.

**Salary:**

Activity Leader I:	\$10.50 - \$11.50/hr
Activity Leader II:	\$11.25 - \$12.25/hr

***(Five step scale based on experience and years of service)***

***APPLICATION PROCESS FOR ACTIVITY LEADER I/II POSITIONS***

Apply with a City of Woodland application by visiting [www.cityofwoodland.org/employment](http://www.cityofwoodland.org/employment) or the City of Woodland Community Services Department, 2001 East Street, Woodland, CA 95776 by **5:00 PM on Friday, September 29, 2017**. Applications will be screened and qualified applicants will be invited to participate in an interview.

***LIMITED POSITIONS AVAILABLE***

Typical work hours are Monday through Friday, 8:00 AM to 5:00 PM. All of these positions are temporary part time. ***Temporary employees work no more than 960 hours in a Fiscal Year.***

The pay cycle is monthly. Pay day is the last working day of the month. With the exception of worker's compensation coverage, no other benefits compensations are provided. Employees must contribute 1.45% of salary to Medicare and 7.5% to a retirement plan in accordance with Federal Law.

For additional information please contact the Community Services Department at (530) 661-2000 or [woodlandcsd@cityofwoodland.org](mailto:woodlandcsd@cityofwoodland.org).

***THE ABILITY TO SPEAK AND UNDERSTAND SPANISH IS A  
DESIRABLE QUALIFICATION FOR ALL POSITIONS***

The City of Woodland hires only US Citizens and aliens lawfully authorized to work in the United States.  
The City of Woodland is an equal opportunity employer.