



# CUPERTINO

**CITY OF CUPERTINO**  
invites applications for the position of:

## Staff Assistant

**SALARY:** \$20.00 - \$22.00 Hourly

**DEPARTMENT:** Parks and Recreation

**OPENING DATE:** 09/12/19

### DESCRIPTION:

The Cupertino Parks and Recreation Department is looking for an energetic and self-motivated team member. The current opening is for a Staff Assistant who will be working on special lunch time events: our Birthday Bashes and Lunch with Friends programs at the Senior Center. Experience and knowledge about kitchen operations and food prep is desired, as well as experience leading an amazing group of volunteers. Prior customer service experience in a recreation setting is highly desirable.

### Definition

The Staff Assistant helps ensure that recreation services and programs run smoothly and meet the needs and interests of our community. Under limited supervision, the Staff Assistant will plan, promote, organize, and supervise recreational activities within the assigned area, and will assist with implementing special events. Staff Assistants may supervise volunteers.

### Class Characteristics

The Staff Assistant position requires 1,000 hours of work experience in Recreation programs or similar fields. The Staff Assistant works independently and demonstrates knowledge of planning and implementing recreation and community programs.

This is a part-time, temporary, non-benefited at-will position limited to 995 hours per fiscal year. Hours per week will range from 10-to-15. Must be available to work on Wednesdays.

### ESSENTIAL DUTIES:

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Organizing program activities and schedules for staff and volunteers.

Assisting with implementing special events.

Supporting staff with training sessions.

Interacting professionally with customers, participants, program instructors, community partners, and recreation staff.

Preparing program documents and reports.

Providing general administrative assistance to Recreation staff.

The Staff Assistant may assist with supervising staff and volunteers.

Maintaining a safe and productive work environment.

Creating fliers and other promotional material.

Ordering and gathering supplies.

May perform additional duties as required.

## **QUALIFICATIONS:**

### **Knowledge of:**

Knowledge of safety precautions as they relate to customers in assigned program area.

Excellent interpersonal and communication skills.

### **Ability to:**

Supervise staff and maintain a cohesive work environment.

Prepare clear and accurate documents.

Manage time effectively, show initiative, work independently, and demonstrate knowledge of recreation and leisure activities.

Anticipate the needs of programs and supervisors.

Work independently, often with limited supervision or direction.

Navigate the Microsoft Office Suite.

Learn and adapt to new computer software.

Provide own transportation to and from work.

### **Experience and Education**

Must have a high school diploma/GED, and 1,000 HOURS of relevant work experience in a recreation program setting which may include: planning and implementing special events, working with volunteers, and customer service delivery.

College-level courses in recreation administration is desirable.

### **Licenses and Certifications**

Possession of, or ability to obtain, a valid California driver's license is required.

Current CPR and First Aid certification. Must be CPR and First Aid certified within two months of employment. If you are offered a position, CPR and First Aid certification and re-certification training will be offered to employees. Possible training dates will be discussed with employees.

## **SUPPLEMENTAL INFORMATION:**

### **Physical Demands**

Must be able to stand, sit, bend, squat, climb, kneel, jump, run, twist and reach, and lift and carry weight of 25 pounds or less while coordinating and/or supervising recreation activities.

### **Application and Selection Process**

If you are interested in this opportunity, please submit your City of Cupertino employment application to Human Resources. **Final Filing Date: Open Until Filled. This recruitment is subject to close at**

**any time.** Applications must be filled out completely. Failure to complete the supplemental application will disqualify the applicant from the recruitment process. Failure to list work experience or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to rejection. Resumes may be attached separately. Electronic applications may be submitted online through the City's employment page at <https://www.governmentjobs.com/careers/cupertino> , or application materials may be submitted to: Human Resources, 10300 Torre Avenue, Cupertino, CA 95014. Late applications will not be accepted.

Applications will be screened according to the qualifications outlined in this job announcement. Applicants possessing the most desirable qualifications will be invited to continue in the selection process, which may include a written examination and/or panel interview.

### **Additional Information**

The City of Cupertino is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religion, color, sex (including gender and pregnancy), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, age, medical condition, genetic characteristics, and physical or mental disability. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Cupertino Human Resources upon submittal of application. Documentation of the need for accommodation must accompany the request.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cupertino.org>

Position #2019-00058  
STAFF ASSISTANT  
MS

10300 Torre Avenue  
Cupertino, CA 95014  
408-777-3227

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