



## **J O B   D E S C R I P T I O N**

**POSITION: PROGRAM AIDE/LEAD (After School Education and Safety Program, ASES)**

**WAGE:**

**PROGRAM AIDE**

**\$12.00 - \$12.55 - \$13.13 - \$13.73 - \$14.37 PER HOUR**

**PROGRAM LEAD I**

**\$13.10 - \$13.71 - \$14.34 - \$15.01 - \$15.71 - \$16.44 - \$17.22 PER HOUR**

**PROGRAM LEAD II**

**\$14.31 - \$14.98 - \$15.67 - \$16.41 - \$17.18 - \$17.99 - \$18.84 PER HOUR**

### **J O B   D E S C R I P T I O N**

A Program Specialist will plan, prepare and instruct recreation activities. Activities may include art, cooking, dance, pre-school program and other program areas. Programs are designed for children ages 4–12 years of age. Job site placement: Brier, Grimmer, or Cabrillo Elementary.

### **EXAMPLES OF DUTIES** (These duties are a general description and are not all inclusive.)

- Develop and submit lesson plans including class content and material needs.
- Reinforce instruction on an individual or small group basis by assisting or tutoring students.
- Lead organized activities to develop and strengthen youth academic, recreational, and social skills.
- Plan lessons and activities so they are appropriate to students with various abilities.
- Ability to requisition supplies and/or purchasing program supplies within City guidelines.
- Evaluate and provide constructive feedback on activities.
- Conduct creative and safe class meetings; instruct students on the safe and proper use of supplies, tools, and equipment.
- Participate in cleaning and maintaining the facilities and equipment.
- Interact professionally and appropriately with parents, students, and staff.
- Communicate with supervisor regarding classroom needs.
- Attend staff meetings and trainings.
- Perform other duties as assigned.

### **SUPERVISION EXERCISED AND RECEIVED**

General supervision is provided by a Recreation Specialist or Recreation Supervisor. The Program Specialist may supervise a part-time aide.

### **MINIMUM QUALIFICATIONS**

- Must be a minimum of 16 years of age for Program Aide.
- Must be a minimum of 18 years of age for Program Lead.
- At least one year's experience working with children in an academic or recreation setting.
- Must be willing and able to work days, nights, weekends, and holidays as required.

## **REQUIREMENTS FOR EMPLOYMENT**

- Must be able to handle sensitive and/or stressful situations or information with tact, discretion and significant awareness of confidentiality.
- Must effectively communicate with adults and children from a variety of cultural backgrounds
- Knowledge of youth education and recreation programs and methods of implementation.
- Willingness to comply with suspected child abuse reporting (11166.5 PC)
- Employees are required to be certified in Adult/Child CPR & First Aid from American Red Cross, American Heart Association or supervisor approved equivalent. Employees must be certified within 30 days of hire date or prior to the first day of work, whichever occurs earlier.
- Fingerprinting and TB test are required
- Must submit verification of legal right to work in the United States as a condition of employment

## **SELECTION PROCESS**

Qualified applications will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations may include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

## **APPLICATIONS MAY BE OBTAINED AT**

City of Fremont, Recreation Services Division  
3300 Capitol Avenue, Building B, Fremont, CA 94538  
Or [www.fremont.gov](http://www.fremont.gov)

**For further information regarding this position, please call (510) 494-4347**

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.  
WE DO NOT DISCRIMINATE ON ANY BASIS.**

The Recreation Services Division will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.