



RECREATION LEADER Recreation Department

Recreation Leader I: \$13.00 hourly (Effective July 1, 2020: \$14.00)

Recreation Leader II: \$13.50 - \$15.10 hourly (Effective July 1, 2020: \$14.50 - \$15.55)

Recreation Leader III: \$16.08 - \$20.02 hourly (Effective July 1, 2020: \$16.56 - \$20.62)

Summer Day Camps Preferred availability to work from May 1 to July 31, 2020

This position is seasonal and temporary without any benefits

Program hours are: Monday thru Friday from 7:30 a.m. to 5:30 p.m.

Seasonal Recreation employees' work hours will vary
(on average 30-40 hours per week) as needed to staff program.

**APPLICATION CLOSING DATE:
Open Until Filled – Priority Screening in February**

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, the following **must be submitted** in order for you to be considered:

- **A completed City of Gilroy application form which includes specific supplemental questions.**

ABOUT THE POSITION

City of Gilroy is recruiting for summer/seasonal Recreation Leader positions for the 2020 Summer Camp program. The main goal of the Recreation Department is to offer excellent recreation programs that provide community members with a wide-range of opportunities to celebrate life and community through people, parks, programs, and special events which are delivered by a team of employees dedicated to offering quality recreational, social, and cultural services to all Gilroy residents.

GENERAL DESCRIPTION:

Under direct supervision of a Recreation Coordinator or Recreation Specialist and indirect supervision of a Recreation Supervisor, assist, plan, organize, and lead the physical, recreational, and social activities of assigned recreation programs. Program areas include, but are not limited to, Adaptive (Special Needs),

Adult and/or Youth sports, After School Program, Cultural Arts, Facility Attendant, Senior Center, Special Events, Summer Camps, and Youth Center/Youth Services. This position may be a year round part-time position or seasonal position, depending on the recreation program. As related experience is gained as noted in the job qualifications and requirements, and with the recommendation in the employee's performance evaluation, Recreation Leaders can advance from Recreation Leader I to Recreation Leader II or from Recreation Leader II to Recreation Leader III. As the employee advances through the job series the employee will take on more responsibility and more challenging work assignments.

The Ideal Candidate(s) will:

- have experience assisting with the supervision of children and assisting an instructor with classroom responsibilities
- have excellent customer service skills
- have the ability to solve problems and conflicts
- have good communication skills (be able to communicate with parents)
- be a team player with the ability to positively interface with other departments
- be available to work all hours and days of the program (as listed above)

EXAMPLES OF DUTIES:

The following are examples of work that apply to all Recreation Leaders though some work may vary based on assigned program areas.

1. Assist and/or lead in organizing a wide variety of programs and activities to meet the recreational, educational, physical, and social needs in the community. Expect to work with multiple age groups such as children, teenagers, adults and seniors.
2. Observe program areas to insure cleanliness and safe, proper use of facilities and equipment.
3. Participate in related training programs and staff meetings.
4. Perform a variety of clerical and administrative support functions for assigned program area as needed.
5. Render first aid in the event of injury.
6. Drive City vehicle as assigned.
7. Perform related work as required and may be asked to do the following:
 - a. Issue and collect equipment.
 - b. Setup and tear-down for programming.
 - c. Provide elementary instruction in arts and crafts, recreation, and sports activities.
 - d. Keep activity and attendance records.
 - e. May keep score at athletic events.
 - f. Prepare field for various organized games.
 - g. Serve as an attendant during a facility reservation.

REQUIREMENTS, TRAINING EXPERIENCE AND QUALIFICATIONS:

Recreation Leader I

1. Fifteen (15) years of age or older at date of hire.
2. Actively participated in sports, leadership, or related activities.
3. Any paid or volunteer recreation experience.
4. Experience supervising children, teens, adults, and/or seniors preferred
5. Experience communicating with parents and the general public preferred.

Recreation Leader II

1. Sixteen (16) years of age or older at date of hire.
2. One year of paid experience working in a recreation program-type setting.
3. Experience supervising children, teens, adults, and/or seniors preferred.
4. Experience communicating with parents and the general public preferred.

Recreation Leader III

1. High school diploma or equivalent.
2. Two years of paid experience working in a recreation program-type setting.
3. Must have experience supervising children, teens, adults, and/or seniors.
4. Must have experience communicating with parents and the general public.

Recreation Leader (All Levels)

1. Valid tuberculosis (TB) Certificate.
2. May be required to possess and maintain a valid California Driver License along with a safe driving record necessary to operate assigned vehicle(s).
3. Possess (within 12 months of hire) and maintain a valid First Aid and CPR/AED certification.
4. Pass a pre-employment drug test.
5. Pass an employment background check including a Department of Justice criminal record check.
6. Prefer non-tobacco user.
7. Bilingual (English/Spanish) a plus.

CITY OF GILROY SUMMER 2020 RECREATION HIRING/TRAINING AND WORK SCHEDULE:

- **March – April: Interviews (dates to be determined)**
- **April 1 to April 17: Pre-employment fingerprinting & drug screen appointments***
- **April 27, 28 or 29 (3:45 p.m.): Mandatory HR Orientation (candidates must attend one of these dates)***
- **May 1 to July 31: Regular Season**
- **June 8 to June 12 (all day): Mandatory In-Service Training for all summer staff**

*Subject to change as needed by the City.

All applicants must be able to attend all of the mandatory Orientation and In-service/Training.

Time Off: Due to the nature and short duration of the summer program, time off requests during the program cannot be accommodated.

COMPENSATION, BENEFITS, AND ADDITIONAL INFORMATION

Other Information

Temporary/seasonal employees are non-benefited, at-will positions. Temporary/seasonal employees are enrolled in the PARS retirement system with the City making an employer contribution and the employee contribution (6.2%) being deducted from your payroll check. The PARS retirement system is in lieu of participating in social security. You will, however, participate in the Medicare portion of social security as that is a required program.

Payroll

Temporary/seasonal employees are paid from 21st of the month to the 20th of the next month on the first working day of the following month.

Work Hours

Seasonal employees work hours will vary as needed to staff program. In addition, Temporary/Seasonal employees are limited to working no more than 5 consecutive months (May-September).

Please note:

- Summer Day Camps Program would like all staff to begin employment on May 1, 2020 for training and work shifts based on availability through June 8.
- Staff who are unable to begin work on May 1 will begin employment on June 8.
- Applicants who can commit to the entire season (May 1 – July 31) will be given preference.
- All staff beginning employment on May 1 must attend HR Orientation on April 27, 28 or 29.

SUPPLEMENTAL QUESTIONNAIRE

1. The Summer Day Camps Season is May 1 to July 31. Training as well work shifts will be scheduled based on availability. Can you begin work on May 1st? Yes No
2. If you answered no above, please indicate why you are unable to begin employment and include the date you can begin employment.
3. Are you available to work Monday – Friday from 7:30 am to 5:30 pm for the weeks of June 8 through July 31? Yes No
4. If you answered no above, please note all days and hours that you are unable to work below.
5. Please describe any experience that you have working with youth age 6 - 17. Please give specific examples and details of your work experience.
6. Please list the total number of months and/or years of relevant experience that you have for this position and note if any of this time was part-time or full-time. Include specific dates and timeframes when explaining this.
7. Please describe in detail your experience supervising children and communicating with parents and the public.

8. Please describe one specific thing you will do to engage the participants and make them want to come back to the program each day.
9. If you were assigned to plan a craft project to a group of 11 year olds what would it be? Please describe in detail.
10. This position may require you to possess and maintain a valid California Driver's License along with a safe driving record. (If you are selected for an interview, you may be required to submit a current DMV report dated within the last 30 days.) Please list any violations that may appear on your driving record.

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, the following **must be submitted** in order for you to be considered:

1. City of Gilroy employment application which includes specific supplemental questions.

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit on line. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online: Go to <https://www.governmentjobs.com/careers/cityofgilroy>. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

This position is open until filled. To be considered **please submit** all application materials. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process.

In addition, final candidates for the position are required to pass a State of California Department of Justice criminal records check, TB/PPD Testing, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include your e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS
WORKFORCE DIVERSITY.**