



**CITY OF SUNNYVALE**  
 Department of Human Resources  
 505 West Olive Ave., Suite 200  
 Sunnyvale, CA 94086

<https://sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 Recreation Specialist/Lead**

*An Equal Opportunity Employer*

**SALARY**

\$19.00 - \$23.60 Hourly

**OPEN DATE:** 12/10/21

**CLOSE DATE:** Continuous

**THE POSITION**

**CASUAL RECREATION SPECIALIST/LEAD  
 5 - 25 HOURS/WEEK (Flexible)**

***Note: Casual non-benefited employees are limited to working no more than twenty-five (25) hours per week and no more than 900 hours in a fiscal year (July 1-June 30).***

Recreation Services Division has multiple program lead staff openings across many recreation programs and activities. We serve youth, adults and older adults and have opportunities for flexible working hours (i.e., morning, after school, evenings, lunch time, weekends, etc.). Individuals may choose to work one assignment or multiple assignments and flexible work hours are possible to accommodate school schedules and/or other commitments.

**ESSENTIAL JOB FUNCTIONS**

**May include, but are not limited to the following:**

- Organize and lead activities such as arts & crafts, sports & games, health & fitness
- Supervise participants, volunteers and program support staff during programs/activities
- Take attendance and administer/organize other paperwork and forms as needed
- Issue, maintain and store equipment and supplies
- Suggest and develop activities as appropriate to enhance program/activity
- Interact and communicate effectively with children, parents, caregivers, volunteers and City staff
- Ensure the safety and well-being of program participants, support staff and volunteers
- Responsible for program staff development, training and supervision (i.e. staff meetings)
- Other duties as assigned

**WORKING CONDITIONS**

Position requires regular sitting, standing, walking, reaching, kneeling, bending, squatting and stooping in the performance of activities. The position also requires grasping, repetitive hand movement and fine coordination. Additionally, the position requires near and far vision in reading reports and work-related documents and using a computer. Acute hearing is required when providing personal customer service. The need to lift, drag and push, pull objects weighing up to 10 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

**MINIMUM QUALIFICATIONS**

- Minimum age: 18 years old
- Two (2) years or two summers (2) of experience in specific program area (recreation, after school, health & fitness) or population (youth, adults, older adults, special population) identified above
- Experience interacting with the public
- Ability to follow oral and written instructions.
- Experience with staff/volunteer supervision or support

**DESIRABLE QUALIFICATIONS**

- High School Diploma or GED
- Possess a valid CA Class C driver's license and a safe driving record
- Bilingual in Spanish, Mandarin or Farsi
- Willingness to obtain First Aid/CPR Certification (paid training)
- College courses in education, social service, recreation, human services, etc.
- Experience working directly with the public in a recreation or education setting.
- Experience with Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook)

**APPLICATION AND SELECTION PROCESS**

If you are interested in this opportunity, please submit a completed application, supplemental questions, and resume to Human Resources Department. City of Sunnyvale employment paper application can be downloaded from the **City's employment page**; go to [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov), Search: Jobs.

**SELECTION PROCESS**

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidate applications will be forwarded to the hiring department for review. Application materials will be evaluated for job-related skills, experience and education. Individuals with the best match to the position will be invited to participate in an interview.

**Applications are reviewed on an ongoing basis and information regarding next steps in the recruitment process will be sent via email. Please check your email regularly for status updates. If you have not heard back within five working days, please contact Faye Brand at [fbrand@sunnyvale.ca.gov](mailto:fbrand@sunnyvale.ca.gov) or 408-730-3015.**

Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

Individuals receiving offers of employment are required to provide either proof of a completed COVID-19 vaccination or receipt of a negative COVID-19 test within 7 calendar days prior to their start date. Individuals receiving offers of employment from the City who do not comply with this policy will have their offer of employment rescinded.

**ADDITIONAL INFORMATION**

For more information regarding this employment opportunity, contact Nancy Grove at (408) 730-7363 or email: [ngrove@sunnyvale.ca.gov](mailto:ngrove@sunnyvale.ca.gov). For information relating to the application process contact Faye Brand, Human Resources Technician at (408) 730-3015 or email: [fbrand@sunnyvale.ca.gov](mailto:fbrand@sunnyvale.ca.gov).

*The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.*

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,  
Sunnyvale, CA 94086

EXAM #21-00247

RECREATION SPECIALIST/LEAD

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## Recreation Specialist/Lead Supplemental Questionnaire

### \* 1. Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

***Please be advised that you will be 'timed out' of this page after 30 minutes.***

***Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.***

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

**Your responses to the questions that require you to detail your background and experience should include the following information:**

- The amount of experience (months/years) you have had performing the duties that you are describing;
- The name(s) and type(s) of companies/organization(s) where you obtained such experience; and,
- Your specific responsibilities within the company/organization(s).

***\*Responses to the supplemental questions that indicate "see resume" are considered incomplete.***

By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

Yes    No

- \* 2. Please check below all the program/activities you are interested in (check all that apply):
  - Work with youth (i.e., after school program, recreation camps & summer, sports, arts)
  - Work with adults (i.e., program/activities lead)
  - Work with older adults/seniors (i.e., grant support, classes and fitness lead)
- \* 3. Are you 18 years of age or older?
  - Yes  No
- \* 4. A high school diploma or tested equivalent is desired. Do you have a high school diploma or tested equivalent?
  - Yes  No
- \* 5. Two (2) years or two (2) summers of experience in specific program area (recreation, after school, health & fitness) or population (youth, adults, older adults, special population) is required. Do you have two years of experience in the program areas listed?
  - Yes  No
- \* 6. If you answered yes to the previous question, outline your experience below. Include the type of program in your answer. if none, indicate NA.
- \* 7. Experience interacting with the public is required. Describe your experience interacting with the public below. If none, indicate NA.
- \* 8. Please describe your experience with staff/volunteer supervision or support. If none, indicate NA.
- \* Required Question