

RECREATION PROGRAM LEADER

ADULT SPORTS

SALARY: \$17.39 to \$21.14 hourly

FINAL FILING DATE: We are accepting applications until closing at 5 pm, June 24, 2021. **PERS retired annuitants are not eligible to apply.**

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the temporary and part-time position of Recreation Program Leader to work in the Adult Sports division within the Parks Recreation, & Libraries Department. PERS retired annuitants are not eligible to apply. This is a year-around position and is limited to 25 hours per week for a maximum of 1,000 hours per fiscal year. The normal work schedule will vary and will include evening and weekends. **This position is limited to a maximum of 1,000 hours per fiscal year.**

The City of Roseville promotes a no smoking atmosphere.

THE CITY

The City of Roseville (COR) incorporates the following CORE Competencies as part of the City's culture:

- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one's own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

THE DEPARTMENT

The City of Roseville Parks, Recreation & Libraries Department incorporates our culture into our everyday interactions with our co-workers and our community.

- Take Pride - We're proud of the services that we provide to our residents.
- Be Creative - We encourage an environment that allows for passion and innovation.
- Always Improving - We embrace change by fostering opportunities to learn, adapt and grow.
- Work As a Team - Teamwork makes us stronger, more efficient and adds value to our department.
- Make it Fun - We celebrate our co-workers, achievements and successes.

DEFINITION

To perform a variety of duties related to assist with planning, coordinating and supervising recreation and/or aquatics programs.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Assist with planning and directing a variety of program areas which may include aquatics, adult sports, senior citizen activities, specials interest classes and youth programs.
- Aid in the recruitment, selection and training of seasonal employees and volunteers.
- Prepare reports, schedules, and other administrative material.
- Promote assigned programs through news releases, public service announcements, and flyers.

- Coordinate distribution and assignment of department uniforms and equipment.
- Monitor and adhere to the program budget.
- Supervise assigned temporary staff and/or volunteers; schedule, train and monitor staff relative to assigned duties; review timekeeping system of assigned staff for accuracy.
- Promote and enforce safety procedures, including proper use of equipment; render first aid and CPR, if certified, as required.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of modern methods, techniques, principles and procedures used in the planning and supervision of recreation and/or aquatics programs and facilities.
- Principles and practices of employee selection, training, supervision, and evaluation.
- Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.
- Basic methodology of organizing groups, programs, and services in a recreational setting.
- Administrative procedures and practices including communications, decision making, budget management, and public information.
- Principles and techniques of first aid and CPR.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Report writing techniques.

Ability to:

- On a continuous basis, know and understand operations and observe safety rules; walk long distances; intermittently interpret policies and procedures, and explain operations and problem solve issues for the public and with staff; if assigned to aquatics: on a continuous basis, swim with proficiency and endurance; render life saving measures.
- Intermittently set up booths, hang banners, move tables, chairs and carry supplies; lift or carry weight of 45 pounds or less.
- Plan and coordinate a recreation program suited to the needs of the community.
- Prepare required schedules and reports; maintain accurate and up-to-date records.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Supervise, train and evaluate assigned temporary staff and volunteers.
- Learn to operate a computer as necessary to perform job duties.
- Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.
- Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.
- Understand and carry out written and oral directions.
- Communicate tactfully with customers.
- Communicate effectively and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- When assigned to Aquatics, swim with proficiency and endurance.

Experience and Training

Experience:

Two (2) seasons of paid experience in administering and coordinating recreation programs or a related field.

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

- Possession of a valid California driver's license by date of appointment.

- Possession of, or ability to obtain, CPR and First Aid certificates within six (6) months of hire.
- When assigned to Aquatics, Possession of a current American Red Cross Lifeguard Training certificate by date of appointment.
- Possession of American Red Cross Title 22 First Aid for Public Personnel and CPR/AED for the Professional Rescuer certificates by date of appointment.
- Possession of a current American Red Cross Water Safety Instructor (WSI) or equivalent certificate by date of appointment.
- Possession of Advanced First Aid or Emergency Medical Technician (EMT) certification is desirable.

Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.

SUPPLEMENTAL QUESTIONNAIRE

1. Describe your experience in planning, coordinating, budgeting and marketing Adult and Youth Sport programs. How do you insure your programs are successful?
2. Describe your experience guiding, coaching, mentoring, and evaluating staff.
3. How do you build a successful team? What characteristics make that team a success?
4. Are you a current CalPERS member? A current CalPERS member is someone who has funds on deposit with CalPERS.
 - Yes
 - No

SELECTION PROCESS

Applications will be screened by the Human Resources Department for minimum qualifications. Qualifying applicants may be contacted by the Department to interview. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.