



RECREATION SPECIALIST I/III-I

\$11.00 hourly

Average 19 hours per week

Ongoing, Open Recruitment

THE COMMUNITY

Located nearly halfway between the metropolitan powerhouses of San Francisco and the state's capital, Sacramento, Suisun City is hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail service right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or even a place to work, particularly with its reverse commute for inner Bay Area residents. The Waterfront Promenade offers beautiful views and serves as an ideal setting for the myriad of outdoor activities, dining choices and lunch hour strolls.

THE DEPARTMENT

The Recreation and Community Services Department is responsible for the operations and programs of the Suisun City Marina, the Senior Center and the Joseph A. Nelson Center, including preschool, after-school programs at various sites, recreation classes and sports leagues, community events and special event rentals.

THE POSITION

Recreation Specialist I is the entry level for this job class responsible for delivering a wide variety of Recreation and Community Services programs to City residents. We're looking for highly-motivated people with a customer service orientation who genuinely enjoy helping others and who are flexible problem-solvers. This job class includes a number of specialization assignments covering a variety of recreation roles, programs and facilities to which the incumbent will be assigned. Discussion of your specific area of interest is part of the application process. Assignments include:

- **Marina:** If you enjoy the Waterfront and want to work with a team creating a wonderful Waterfront District, this may be the job for you. Duties include light maintenance, cleaning, money collection, and presenting great customer service towards our marina users and guests. Knowledge of boating preferred.
- **Youth Sports:** Work as a team with youth ages 2-17 in a fun sports environment. Volleyball, basketball, soccer, flag football and pee wee sports just to name a few. Duties include coaching, officiating, site facilitation, score keeping and equipment management.
- **Registration:** Assist customers with registration for all Recreation and Community Services programs and events. This is a fast-paced position that requires resourcefulness, professionalism and teamwork!
- **Facilities:** Come be part of a great team that works behind the scenes making all Recreation and Community Services excel! This job entails setting up for events and rentals, cleaning the facility and performing light maintenance duties. If you are flexible and enjoy a fast paced environment, this job is for you!
- **Youth Services:** Help run the After-School and Summer Camp Programs by leading and teaching youth program participants in exciting and fun activities such as arts, crafts, music, games, sports, science, and more!

REPRESENTATIVE JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provides team leader-level supervision for assigned program Recreation Leaders and participants.

- Teaches classes or leads a variety of recreational program activities, including sports, special events, day camps, arts and crafts, and other recreational program and activities.
- Teaches a preschool program; assists with curriculum development and implementation; establishes relationship with teachers, students, and parents.
- Observes necessary precautions to ensure the safety of activity and program participants; monitors and inspects assigned facilities for needed maintenance; cleans facilities as needed.
- Supervises and monitors the behavior of activity and program participants; enforces applicable program rules and regulations; provides appropriate disciplinary measures as needed.
- Assists in planning and conducting special events and field trips; assists in organizing transportation to and from events and activities; assists public in registering for classes, sports, and events.

QUALIFICATIONS

The following generally describes the knowledge and abilities required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Enrolled high school student in good standing with valid work permit (16 years old minimum) or equivalent to the completion of the twelfth grade. Two years of College-level coursework in recreation, physical education, early childhood education, or a closely related field is desirable.

Experience:

Prior customer service, recreation or early childhood education experience demonstrating work ethic, responsibility and reliability.

License or Certificate:

Possession of an appropriate driver's license. Possession of, or ability to obtain, a Cardiopulmonary Resuscitation Certificate (infant, child and adult), and Standard First Aid Certificate.

Background check and drug screenings are required prior to formal job offer.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions outlined in the class specification for Recreation Leader are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

BENEFITS

Employees in job classes defined as Temporary, Part-Time are subject to the provisions of the City Personnel Rules and Regulations, and the terms of the Temporary / Part-Time Employee Compensation and Benefits Plan. All Temporary, Part-Time employees are enrolled in the Public Agency Retirement System (PARS) in lieu of Social Security and accrue up to 24 hours of sick leave per year. Eligibility for other benefits are dependent upon the number of hours worked.

APPLICATION/SELECTION PROCEDURE

The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, go to <https://www.Suisun.com/careers> and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form, but should accompany the application. All applications and resumes are reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.