

City of Suisun City is an equal opportunity employer



RECREATION SPECIALIST I

\$14.28 hourly

Average 19 hours per week

Ongoing, Open Recruitment

COMMUNITY: Located nearly halfway between the metropolitan powerhouses of San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, 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. Residents of this mostly bedroom community take great pride in the quality of their neighborhood infrastructure and amenities.

THE DEPARTMENT: The Recreation, Parks and Marina 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 Afterschool 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!

The City is looking for highly motivated people who are innovative, engaging leaders with a customer-service orientation who genuinely enjoy helping others, and who are flexible problem-solvers.

QUALIFICATIONS: Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities for this Job Class 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 recreations, physical education, early childhood education, or a closely related field is desirable.

Experience: Prior customer service, experience with public contact, recreation or early childhood education experience demonstrating work ethic, responsibility, and reliability.

License or Certificate: Possession of an appropriate driver license and/or reliable transportation. 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: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

BENEFITS: Employees in the 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. Resumes will not be accepted in lieu of the City's official application but may accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most qualified candidates will 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 Human Resources 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.