

CITY OF GILROY IS HIRING

PART-TIME RECREATION SPECIALIST

Recreation Division

\$24.83 - \$31.22 per hour; Up to 25 hours per week

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion, & belonging. Join our team!

ABOUT THE POSITION

The City of Gilroy is hiring two part-time Recreation Specialist positions, each with a distinct focus. **One position will support Youth, Adaptive, and Senior programs, while the other will focus specifically on serving the East Gilroy neighborhood with various recreation programs.** Both roles will involve leading programs for socio-economically disadvantaged youth, teens, and adults, managing part-time staff, program planning, administering grants, and collaborating with local organizations and public agencies.

Under general supervision of a Recreation Manager, Recreation Supervisor, or Recreation Coordinator, the Recreation Specialist will plan, organize, and direct 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 such as organized leagues or classes, After School Program, Cultural Arts, Facility Attendant, Senior Center, Special Events, Summer Camps, Theater, and Youth Center/Youth Services. This is an entry-level, paraprofessional position supporting the Recreation Division.

THE TEAM AND THE WORK

The Recreation Division is a lively, dedicated team, always supporting one another and bringing positive programs to the community. We're adaptable, energetic, and committed to improving the quality of life through recreation. Together with our community, we create impactful programs that make a difference. Be part of something meaningful. Join us!

THE IDEAL CANDIDATE WILL

- Interact confidently with youth and adults from diverse ethnic and socio-economic backgrounds.
- Organize and plan effectively, managing tasks months in advance.
- Possess strong communication skills, both written and verbal, tailored to diverse audiences.
- Demonstrate reliability and punctuality.
- Bring positive energy and enthusiasm to the assigned program every day.
- Open, prepare, and close facilities on time, ensuring safe use by participants and renters.
- Use computer skills, including email, Excel for data analysis, and other relevant software.
- Speak, read, and write fluently in both English and Spanish – this is vital for the position serving the East Gilroy neighborhood.

EXAMPLE OF DUTIES

➤ PROGRAMMING:

- Coordinate, facilitate, and lead assigned recreation programs, including program development, hiring, and supervising part-time staff and volunteers, resolving program issues, and ensuring successful delivery as planned.



APPLICATION DEADLINE

OPEN UNTIL FILLED

PRIORITY SCREENING

Week of January 6, 2025

INTERVIEWS

TBD

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- Responses to supplemental questions
- Resume and cover letter explaining interest in the position is preferred

Applications that do not include all required items are incomplete and will not be considered.

Apply at

www.CityOfGilroy.org/jobs





VIEW JOB DESCRIPTION HERE:

<https://www.governmentjobs.com/careers/cityofgilroy>

Important Information

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen.

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

Payroll

All City employees are paid monthly, on the first business day of each month via direct deposit.

Other Information

Part-time employees hold non-benefited, at-will positions. They are enrolled in the PARS retirement system, with the City making an employer contribution and a 6.2% employee contribution deducted from your payroll. The PARS retirement system replaces participation in Social Security, though you will still contribute to Medicare, as it is a mandatory program. Additionally, part-time employees are eligible for paid sick time.

Human Resources can be reached at:

(408) 846-0228 or
coghr@cityofgilroy.org



- Seeks guidance and direction from Recreation Coordinator, Supervisor, and/or Manager when needed.
- Adhere to grant-funded program requirements.
- Respond to inquiries and resolve concerns/issues related to assigned programs.
- Create program and department surveys to collect data and obtain customer feedback experience.
- Review and document the progress and effectiveness of specific and assigned recreation programs; develop and present recommendations for change.
- Assist Recreation Coordinator and/or Recreation Supervisor in the facilitation of special events.
- Recruit program participants and volunteers.
- Observe program areas to insure cleanliness and safe, proper use of facilities and equipment.
- Promote programs and events via preparation of brochures, flyers, social media efforts, and other venues for community outreach.

➤ OFFICE TASKS:

- Perform a variety of clerical and administrative support functions for assigned program area as needed.
- Write, review, edit, and await supervisor approval of written program materials before public distribution.
- Maintain basic program budgets for revenue and expenditure ledgers.
- Keep activity and attendance records.
- Aid and support on special projects and events as assigned.
- Maintain, monitor, purchase, and organize supplies, inventory, and equipment for assigned programs.

➤ SUPERVISION:

- Maintain and monitor staff hours and staff budgets.
- Review, approve, and submit electronic timesheets to supervisor for processing.
- Ensure employees understand staff expectations and program budget limits.
- Ensure that staff and their designated programs function safely in accordance with city safety standards and policies.
- Schedule and lead part-time staff meetings and/or training on a regular basis.
- Recruit and utilize volunteers to support program delivery.
- Render first aid in the event of injury, along with completing and submitting an accident report.

➤ Drive city-owned vehicles as assigned.

➤ Perform related work as assigned.

QUALIFICATIONS

- High school diploma, GED or equivalent AND sixty (60) semester units (or equivalent quarter units) from an accredited college or university. An additional year (a third year) of related paid work experience can substitute for up to thirty (30) of the semester college units noted above.
- Two years of paid work experience working in a recreation program-type setting.
- Must have experience supervising children, teens, adults, and/or seniors and communicating with parents and the public.
- Strong computer skills including Microsoft Office software programs such as Outlook, Word, Excel, PowerPoint, and Publisher.
- Strong verbal and written communication skills to perform assigned work.
- Valid tuberculosis (TB) Certificate.
- Possess (within 12 months of hire) and maintain a valid First Aid and CPR/AED certification.
- Possess and maintain a valid California Driver License along with a safe driving record necessary to operate assigned vehicle(s).
- Bilingual (English/Spanish) a plus.