



# City of Brisbane

Is currently accepting applications for the position of

## Recreation Leader Aide

Part-time/Seasonal

The City of Brisbane is currently accepting applications for Recreation Leader Aide. Under the direct supervision of the Recreation Coordinator or Recreation Supervisor, assists in implementing and facilitating well-rounded programs in youth after-school programs, teen programming, day camps, sports leagues, play groups, special events, and senior events at designated recreation facilities; and maintains a safe and enjoyable environment for recreation program participants. This position involves face-to-face leadership and considerable contact with youth ages 5 to 15 years.

**QUALIFICATIONS:**

**Education:** High school level coursework.

**Age:** Minimum age of 16 years old

**Ability to:** Follow instructions and implement skills learned, exercise patience, and maintain effective working relationships with those contacted during the course of work.

**Knowledge of:** Popular sports and games, basic concepts of playground safety, and basic concepts of effective communication with youth of all ages.

**Licenses:** Possession of First Aid and Infant and Child Cardiopulmonary Resuscitation (CPR) certificates is desirable.

**SALARY AND HOURS:**

**\$10.82 – \$11.14 - \$11.70 - \$12.28 - \$12.90 per hour.** This is a part-time position with paid sick leave available. Initial appointments are generally made at the first step of this five step scale. Hours will range from 5 to 15 hours per week during the academic school year and 20-25 hours per week during camp seasons. Hours are generally scheduled during the following times, with additional hours available for special events:

Youth Program

2:00 PM – 6:00 PM Monday through Friday (Academic school year)

8:00 AM – 6:00 PM Monday through Friday (Summer, Winter and Spring Camp)

**APPLICATION PROCESS:**

Interested candidates must submit a completed online employment application at [www.calopps.org](http://www.calopps.org). Resumes in lieu of a completed application will not be accepted. **Applications must be received by Friday, April 27, 2018 at 5:00 PM.** Postmarks and faxes will not be accepted.

**SELECTION PROCESS:**

Applications will be screened and a limited number of the qualified candidates who best meets the needs of the department will be invited to an oral interview with the Recreation Manager and/or Recreation Supervisor. A passing score of 70% is required to make the eligibility list. Recommendations for appointment from this list will be made to the Administrative Services Director, who will make the final decision. Depending on the number of applicants, this process may be altered. Prior to appointment, a background check, including fingerprinting for submission to the Department of Justice must be completed, as well as TB screening.



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