

RECREATOR III

Hourly/Temporary

\$19.84-\$24.12/hour (10-20 hours/week)

Hours: Monday-Friday, after school and/or weekends

To apply for this position, visit www.calopps.org or submit a City of Daly City Hourly (Yellow) Application to the Daly City Human Resources Department, located at 295 - 89th St., Suite 105, Daly City, CA 94015.

Applications will be accepted for this position on a continuous basis. The selection process may include a physical activity exam and interview and can begin as soon as vacancies occur. Please note that applicants will be contacted to participate in the selection process on a first come, first serve basis. Please do not contact the Human Resources Department about the status of your application unless it has been more than 3 months.

This hourly position is not in Civil Service and does not receive benefits.

POSITION

The City of Daly City is looking for people interested in working 10-20 hours per week in a variety of settings selected by the Department of Library and Recreation Services. Our current openings are in the Recreation Division and may be in the areas of the Afterschool Youth Recreation Program, Aquatics Program or Facility Attendant. This position will report directly to the Recreation Program Coordinator or Recreation Program Supervisor and will work various hours throughout the week, including evenings and weekends

DEFINITION

Under general supervision, a Recreator III independently performs assigned tasks which serve the public use of municipal recreation facilities and other duties as required.

EXAMPLES OF DUTIES

Open and close facilities following established guidelines, set up equipment needed for facility programs, perform routine maintenance and cleanup for assigned facilities, collect fees for facility use, maintain order and discipline in assigned facilities and programs by enforcing City and Departmental policies, may facilitate in assigned program areas, may supervise other part-time staff, volunteers, or court workers as assigned, and maintain accurate records and reports. May include specific assignments such as senior swim instructor, senior lifeguard, facility attendant and assisting with after school or summer programs. Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: General facility operations, intermediate lesson instruction techniques for assigned area, and safety practices for assigned programs.

Ability to: Follow written and oral instructions, meet and communicate effectively with members of the public, carry out assignments requiring average physical strength such as setting up tables and chairs, learn and progress in this position, direct others, understand and enforce written and oral rules, regulations and policies, solve minor disciplinary problems, interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: A minimum of two years working or volunteering with people in a customer service position.

Education: Graduation from high school or equivalent.

License: Possession of a valid Class C California Driver's License is desirable.

Certification: Possession of an American Red Cross Lifeguard Certification is required to work in the Aquatics area as a lifeguard. Possession of an American Red Cross Water Safety Instructor Certification is desirable to work in the Aquatics area as swim instructor.

Emphasis One: FACILITY ATTENDANT:

Examples of Duties:

Responsible for overseeing facilities and parks during reservations, programs, and activities. Supervise facility events; ensure facility is set-up according to event requirements including all official city supported meetings/special events. Check condition of amenities and ensure cleanup requirements are met by renters. Educate public of Recreation Division classes, programs, activities, and events. Monitor youth sports programs within the facilities; address participant and parent concerns; provide lead direction to sports officials. Routinely adhere to and maintain a positive attitude toward City and Department goals.

Knowledge Of:

Basic office/customer service skills (answering phone calls, talking to patrons etc.)

Emphasis Two: LIFEGUARD:

Example of Duties:

Educate patrons in water safety, provide patrons with a safe aquatic environment, perform lifeguard secondary duties, and instruct swim lessons. Promote aquatic programs, assisting senior guard, and aquatics assistant. Conduct rescue operations and administer CPR and First Aid. Direct communication and contact with swimmers and the public.

Knowledge of:

Basic child guidance principles and practices. General techniques of various swim strokes.

Ability to:

Be active, lift and/or carry equipment and supplies. Work in a leadership role with children and adults

Emphasis Three: YOUTH PROGRAM LEADER:

Examples of Duties:

Assists in preparing instructional, craft, and other materials; participates in, and encourages, play activities with the children; may assist in providing tutorial and/or remedial activities in small groups. Provides support duties for child development services in Youth Services programs; prepares and serves snacks based on established guidelines; performs clean-up and food storage duties. Assists with maintaining required and appropriate documentation; including observation notes, logs, and other records. May participate in public relations, outreach, and community education activities. Attends staff training, workshops, and courses as directed by supervisor

Knowledge of:

Ongoing programs and upcoming events. Child development services, operations, and activities. Basic computer applications such as word processing and databases

Ability to:

Work well with children. Able to provide encouragement for participation in programs.

Emphasis Four: OLDER ADULT VOLUNTEER & PROGRAM SUPPORT

Examples of Duties:

Assists in daily operation of Doelger Senior Center supporting volunteers and programs. Contributes to welcoming and safe environment, able to respectfully set boundaries. May participate in community outreach and education efforts. Attends trainings as directed by supervisor.

Knowledge of:

Superior customer service; basic office procedures; Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher); volunteer management and Registration management applications; and programs and service providers for older adults.

Ability to:

Communicate effectively verbally and in writing; maintain confidential records; work well with older adults (50+); organize schedules; meet deadlines; learn on the job; collaborate with patrons, volunteers and colleagues across City departments. Fluency in Spanish, Cantonese or Tagalog a plus.