

RECREATOR IV

Hourly/Temporary

\$18.71-\$22.74/hour (10-15 hours/week)

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 **Daly City Public Library** is hiring a Recreator IV to assist with planning and conducting library programs for youth of all ages.

Applicants should be passionate about engaging with children, families and teens in the library as well as out in the community at outreach events. Position requires comfort with reading and singing in front of groups, introducing the library to people out in the community, resolving library patron concerns, handling multiple tasks at once, and managing small crowds.

Experience coaching, tutoring, or other volunteer or employment experience demonstrating interest in working with youth is preferred. Experience in arts, crafts, music, early childhood education, and/or science education is also beneficial.

Availability to work Tuesday and Thursday mornings and Wednesday afternoons required.

DEFINITION

Under general supervision, a Recreator IV demonstrates trained skill which may be specialized by independently performing assigned tasks which serve the public use of municipal recreation facilities and other duties as required.

EXAMPLES OF DUTIES

Specific assignments, including but not limited to coordinating aquatics programs or supervising specific recreational programs. May open and close facilities following established guidelines, set up equipment needed for facility programs, perform routine maintenance and clean up for assigned facilities, and collect fees for facility use. Maintain order and discipline in assigned facilities and programs by enforcing City and Departmental policies. May facilitate and/or supervise in assigned program areas and may supervise other part-time staff, volunteers, or court workers as assigned. Maintain accurate records and reports. 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 2,500 hours in two years working or volunteering with people in a customer service position.

Education: High school graduation or the equivalent.

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

Certification: May be required to possess a valid training certification as required for the specific assigned program area.