



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<https://sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Recreation Instructor/Official 2 - Therapeutic Recreation, Casual**

An Equal Opportunity Employer

SALARY

\$16.77 - \$17.61 Hourly

OPEN DATE: 03/14/19

CLOSE DATE: Continuous

THE POSITION

**CASUAL RECREATION INSTRUCTOR/OFFICIAL 2
(Therapeutic Recreation Programs)**

Note: Temporary non-benefited casual/seasonal workers are limited to working no more than 900 hours or 6 months full-time in a fiscal year (July 1 – June 30).

The City of Sunnyvale is seeking a qualified, self-motivated, energetic individual interested in working for the Department of Library and Community Services. The Casual Recreation Instructor 2 will plan, implement and evaluate recreation programs for individuals with disabilities.

ESSENTIAL JOB FUNCTIONS

As a Casual Recreation Instructor 2, you will:

- Plan, implement and evaluate recreation programs for individuals with disabilities.
- Adapt activities to meet the needs of program participants; create a positive and safe environment; establish positive rapport with parents, participants and volunteers.
- Guide and direct volunteers.
- Maintain supplies and equipment.
- Attend staff meetings and trainings.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, books and documents weighing up to 10 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

- The minimum age is 18 years old
- Volunteer experience with individuals with disabilities is desirable.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternative transportation as approved by the appointing authority and a safe driving record.

APPLICATION AND SELECTION PROCESS

If you are interested in these opportunities, please submit a City of Sunnyvale employment application and responses to the supplemental questions to be considered for a position.

City application forms, completed in full, are required, as well as responses to the required supplemental questions. Electronic applications may be submitted on-line through the City's employment page at: www.jobs.inSunnyvale.com or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086.

SELECTION PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidate applications will be forwarded to the hiring department for review. Application materials will be evaluated for job-related skills, experience and education. Individuals with the best match to the position will be invited to participate in an interview.

Applications are reviewed on an ongoing basis and information regarding next steps in the recruitment process will be sent via email. Please check your email regularly for status updates. If you have not heard back within five working days, please contact Faye Brand at fbrand@sunnyvale.ca.gov or 408-730-2719.

Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. **A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination.** Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

ADDITIONAL INFORMATION

For questions or more information about this position, please contact Susan Van Dyne, Community Services Coordinator II at 408-730-7359 or email svandyne@sunnyvale.ca.gov. For information relating to the application process contact Faye Brand, Human Resources Technician at 408-730-3015 or email: fbrand@sunnyvale.ca.gov.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), religious creed, color, sex (includes gender, gender identity, gender expression, transgender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions

related to breastfeeding), sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnicity, national origin, ancestry, citizenship status, military and veteran status, marital status, family relationship, age, medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

RECREATION INSTRUCTOR/OFFICIAL 2 - THERAPEUTIC

RECREATION, CASUAL

FB

EXAM #20-00122

Recreation Instructor/Official 2 - Therapeutic Recreation, Casual Supplemental Questionnaire

* 1. Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes.

Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

****Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

Yes No

* 2. Are you currently at least 18 years of age or older?

Yes No

* 3. Do you have paid or volunteer experience working with individuals with disabilities?

Yes No

* 4. If you answered yes to the question above, please describe your volunteer or work experience in detail below. If you do not have this experience, please indicate N/A below.

* Required Question