



CITY OF CUPERTINO
invites applications for the position of:

Leisure Programs Specialist - Neighborhood Events

SALARY: \$20.00 - \$24.00 Hourly
DEPARTMENT: Recreation and Community Services
OPENING DATE: 04/03/19

DESCRIPTION:

Definition

Under general supervision, the Leisure Programs Specialist in Neighborhood Events assists with planning, organizing, and coordinating a variety of recreation programs and special events and works closely with community members, block leaders, and neighborhood stakeholders. Works closely with other staff to ensure all technical and administrative tasks and communications are completed in an effective and timely manner.

Class Characteristics

This is a seasonal part-time, temporary, at will, non-benefited position limited to no more than 995 hours per fiscal year. This is a seasonal position and requires availability on weekdays, weeknights, and weekends.

Supervision Received and Exercised

Receives general supervision from a Recreation Coordinator and/or Recreation Supervisor.

ESSENTIAL DUTIES:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Assists with planning and coordinating, scheduling, promoting, and evaluating special events and entertainment programs such as outdoor movies in the parks, concerts in the parks, fitness classes, and other family activities.

Helps research and recruit contractors and event partners, including bands, performers, non-profits and other Cupertino-based business.

Position will assist with outreach to community members, members of the business community, and non-profit organizations to inform and involve members in neighborhood events and activities.

Assists with promoting events and activities; creates and helps distribute simple flyers

and marketing materials, including signage, posters, and other promotional materials.

Coordinates and purchases movie licenses.

Participates in preparing, recommending, and monitoring a program budget.

Assists in recruitments, selections, training, scheduling, and the evaluation of contractors and other team members.

Manages and tracks ongoing program evaluations.

Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Performs other duties as required.

QUALIFICATIONS:

Knowledge of:

Principles and practices of recreation trends and event management.

Principles of good customer service.

Principles of good record keeping, and experience with preparing reports and contracts.

Skills:

Excellent interpersonal and communication skills.

Excellent customer service techniques.

Ability to:

Establish and maintain effective working relationships with contractors, co-workers, and the public.

Work independently, often with limited supervision or direction.

Adhere to the safety procedures, practices, and policies of the City.

Meet time deadlines.

Education and Experience

Any combination equivalent to completion of the twelfth grade and experience in the special programs to which assigned. One year of related experience coordinating entertainment and recreation special events is desirable.

Licenses and Certificates

Must have a valid California Driver's License and knowledge of safety precautions.

Must have a valid First Aid and CPR certificate or the ability to obtain within 90 days of employment.

Physical Demands

On a continuous basis: stand, sit, bend, squat, climb, kneel, twist and reach, and lift and carry weight of 25 pounds or less while coordinating and/or supervising recreation activities.

SUPPLEMENTAL INFORMATION:

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

The Neighborhood Events program runs June 3rd through September 13th. Time off is subject to prior approval. **Thursday, July 4, is a mandatory workday for all Recreation staff.**

Application and Selection Process

If you are interested in this opportunity, please submit your City of Cupertino employment application to Human Resource. **Final Filing Date: Open Until Filled. This recruitment is subject to close at any time.** Applications must be filled out completely. Failure to complete the supplemental application will disqualify the applicant from the recruitment process. Failure to list work experience or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to rejection. Resumes may be attached separately. Electronic applications may be submitted online through the City's employment page at <https://www.governmentjobs.com/careers/cupertino> , or application materials may be submitted to: Human Resources, 10300 Torre Avenue, Cupertino, CA 95014. Late applications will not be accepted.

Applications will be screened according to the qualifications outlined in this job announcement. Applicants possessing the most desirable qualifications will be invited to continue in the selection process, which may include a written examination and/or panel interview.

Additional Information

The City of Cupertino is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religion, color, sex (including gender and pregnancy), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, age, medical condition, genetic characteristics, and physical or mental disability. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Cupertino Human Resources upon submittal of application. Documentation of the need for accommodation must accompany the request.

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

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cupertino.org>

10300 Torre Avenue
Cupertino, CA 95014
408-777-3227

hrlist@cupertino.org

Position #2019-00027
LEISURE PROGRAMS SPECIALIST - NEIGHBORHOOD
EVENTS
MS

