

CITY OF GILROY IS HIRING

PART-TIME RECREATION LEADER II/III

Recreation Division – Adaptive Program

Program hours are Monday, Wednesday, and Friday from approximately 2:30 pm – 5:15 pm; additional evening and weekend hours as needed.

Level II - \$16.97/hour · Level III - \$18.04 – \$21.24/hour

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion and belonging. Join our team!

ABOUT THE POSITION

The City of Gilroy is recruiting for part-time Recreation Leaders II/III assigned to the Adaptive Program. The main goal of the City of Gilroy's Recreation Division is to offer excellent recreation programs that provide community members with a wide range of opportunities to celebrate life and community through people, parks, programs, and special events which are delivered by a team of employees dedicated to offering quality recreational, social, and cultural services to all Gilroy residents.

Under direct supervision of a Recreation Supervisor, the Recreation Leader II/III will assist, plan, organize, and lead the physical, recreational, and social activities of assigned recreation programs. Program area focus is Adaptive (Special Needs), but you might be asked to support another recreation area.

When assigned to the Adaptive Program, the leader will have an opportunity to have hands-on experience working with a special needs population. Disabilities of participants vary in range from non-communicative to diminished motor skills to severe autism. The position will report to an experienced staff member. As related experience is gained as noted in the job qualifications and requirements, and with the recommendation in the employee's performance evaluation, Recreation Leaders can advance from Recreation Leader II to Recreation Leader III. As the employee advances through the job series the employee will take on more responsibility and more challenging work assignments.

THE TEAM AND THE WORK

The Recreation Division is easy-going, supportive, and passionate about our work. We practice what we preach and are versatile and able to support any recreation related program at any given moment. We work collaboratively with the community to provide positive alternative programs to support and enhance the quality of life for all members of the community.

THE IDEAL CANDIDATE WILL

- Have experience working with a special needs population.
- Demonstrate emotional intelligence and remain calm in tense situations.
- Be energetic and bring enthusiasm to assigned program every day.
- Have experience leading activities, sports games or arts and crafts.
- Bilingual (English/Spanish) is desirable.
- Have great communication and interpersonal skills.
- Be reliable and punctual and have ability to independently manage time.



APPLICATION DEADLINE
OPEN UNTIL FILLED

PRIORITY SCREENING
Week of October 9, 2023

INTERVIEWS
TBD

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- Responses to supplemental questions
- Resume and cover letter explaining interest in the position is preferred

Applications that do not include all required items are incomplete and will not be considered.

Apply at

www.CityOfGilroy.org/jobs



- Be responsible to open, prepare, and close facilities on time and ensure the facility is safely used by participants.
- Have strong computer skills (using email, timesheet software, comfortable using internet browsers).

EXAMPLE OF DUTIES

- Assist and/or lead in organizing a wide variety of programs and activities to meet the recreational, educational, physical, and social needs in the community. Expect to work with multiple age groups such as children, teenagers, adults, and seniors.
- Observe program areas to insure cleanliness and safe, proper use of facilities and equipment.
- Participate in related training programs and staff meetings.
- Perform a variety of clerical and administrative support functions for assigned program area as needed.
- Render first aid in the event of injury.
- Drive City vehicle as assigned.
- Perform related work as required and may be asked to do the following:
 1. Issue and collect equipment.
 2. Setup and tear-down for programming
 3. Provide elementary instruction in arts and crafts, recreation, and sports activities.
 4. Keep activity and attendance records.

QUALIFICATIONS

Recreation Leader II

- Sixteen (16) years of age or older at date of hire.
- One year of paid experience working in a recreation program-type setting.
- Experience supervising children, teens, adults, and/or seniors preferred.
- Experience communicating with parents and the general public preferred.

Recreation Leader III

- High School diploma or equivalent.
- Two years of paid experience working in a recreation program-type setting.
- Must have experience supervising children, teens, adults, and/or seniors.
- Must have experience communicating with parents and the general public.

Recreations Leaders (All Levels):

- Valid tuberculosis (TB) Certificate
- May be required to possess and maintain a valid California Driver License along with a safe driving record necessary to operate assigned vehicles (s).
- Possess (within 12 months of hire) and maintain a valid First Aid and CPR/AED certification.
- Pass a pre-employment drug test.
- Pass an employment background check including a Department of Justice criminal record check.
- Prefer non-tobacco user.
- Bilingual (English/ Spanish) a plus.



VIEW JOB DESCRIPTION HERE:

<https://www.governmentjobs.com/careers/cityofgilroy/classspecs>

Important Information

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen.

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

Payroll

All City employees are paid monthly, on the first business day of each month via direct deposit.

Other Information

Part-time employees are non-benefited, at-will positions. Part-time employees are enrolled in the PARS retirement system with the City making an employer contribution and the employee contribution (6.2%) being deducted from your payroll check. The PARS retirement system is in lieu of participating in social security. You will, however, participate in the Medicare portion of social security as that is a required program.

Human Resources can be reached at:

(408) 846-0228 or
coghr@cityofgilroy.org

