



**Recreation Specialist (Part Time) – Youth Services
Limited Term through December 15, 2020
Recreation Department**

\$22.07 – \$27.74 hourly (20-25 hours per week) without benefits

San Ysidro Cultural Center Program Hours*

- Monday: 4:00 p.m. – 8:00 p.m.
- Tuesday: 4:00 p.m. – 8:30 p.m.
- Wednesday: 9:00 a.m. – 2:00 p.m.
- Thursday: 9:00 a.m. – 12:30 p.m.
- Friday: 4:30 p.m. – 8:30 p.m.
- Saturday: 12:00 p.m. – 4:00 p.m.

Other Program Hours*:

- Monday, Tuesday, and Thursday: 10:00 a.m. – 2:00 p.m.
- Wednesday and Friday: 1:00 p.m. – 5:00 p.m.

*Hours may vary from week to week depending on the program needs

OPEN UNTIL FILLED

Priority Screening: Friday, June 7, 2019 at 5:00 p.m.

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, there are **three (3) required item that must be submitted** in order for you to be considered:

- A completed City of Gilroy online application including supplemental question responses.
- A detailed cover letter expressing your specific interest in the position with the City of Gilroy.
- A detailed resume that highlights your related skills and experience.

ABOUT THE POSITION

City of Gilroy is recruiting for two (2) part-time Recreation Specialists to provide non-traditional, recreational community-based programs, services and resources to targeted youth and families in coordination with the South County Youth Task Force. Both positions are limited term through December 15, 2020. The goal of the Recreation Department is to effectively and efficiently manage the development goals of the city while creating an environment that encourages business expansion and development consistent with the city’s guiding documents.

GENERAL DESCRIPTION:

Under general supervision of a Recreation Supervisor or Recreation Coordinator, plan, organize, and direct the physical, recreational, and social activities of assigned recreation programs. Program areas include, but are not limited to: Aquatics, Adaptive (special needs), Adult and/or Youth Sports such as organized leagues or classes, After School Program, Cultural Arts, Facility Attendant, Senior Center, Special Events, Summer Camps, Theater, and Youth Center/Youth Services. This position may be a full-time position, year round part-time position, or a seasonal position. This classification is distinguished from the Recreation Coordinator classification based upon the required education and experience and range/scope of work assigned. Further, this is an entry-level, paraprofessional position supporting the Recreation Department.

IDEAL CANDIDATE:

The “Ideal Candidate” will have:

- Experience planning, organizing, and directing physical, recreational, and social activities.
- Experience working closely with residents, community-based organizations, school districts and public safety organizations on community projects, special events, meetings, or educational workshops.
- Excellent customer service skills to deal courteously with program participants and parents with the ability to solve minor disciplinary problems.
- Strong leadership skills with the ability to lead a team of Recreation Leaders.
- Experience working with youth from different ethnic and socio-economic backgrounds.
- The ability to work varied hours required for the position(s).
- Skills speaking and writing in both English and Spanish.

1st YEAR KEY PROJECTS:

- Assist in establishing and maintaining a resident advisory group focused in East Gilroy.
- Assist in supervising and coordinating of pro-social and/or group classes related to education, health, and wellness, safety, and gang prevention to East Gilroy residents.
- Open and close for pro-social classes at San Ysidro Park.
- Assist in community events as needed.
- Assist in coordinating monthly community meetings with a core group of resident leaders (youth and/or adults) of East Gilroy.

EXAMPLES OF DUTIES:

The following are examples of work that apply to all Recreation Specialist though some work may vary based on assigned program areas.

1. PROGRAMMING:

- a. Coordinate, facilitate, and lead assigned recreation program(s) including development of program, hiring of part-time staff, supervision and training of part-time staff and unpaid volunteers, resolving program issues, and ensuring that assigned program is delivered as planned.
- b. Seeks guidance and direction from Recreation Coordinator and/or Recreation Supervisor when needed.
- c. Respond to inquiries and resolve concerns/issues regarding their assigned program areas.
- d. Create program and department surveys to collect data, and obtain customer feedback experience.
- e. Review and document the progress and effectiveness of specific and assigned recreation programs; develop and present recommendations for change.
- f. Assist Recreation Coordinator and/or Recreation Supervisor in the facilitation of special events such as the Kids-Triathlon, Breakfast with Santa and/or National Night Out.
- g. Recruit program participants and volunteers.
- h. Observe program areas to insure cleanliness and safe, proper use of facilities and equipment.
- i. Promote programs and events via preparation of brochures, flyers, social media efforts, and other venues for community outreach.

2. OFFICE TASKS:

- a. Perform a variety of clerical and administrative support functions for assigned program area as needed.
- b. Write, review, edit, and await supervisor approval of written program materials before general public distribution.
- c. Maintain basic program budgets for revenue and expenditure ledgers.
- d. Keep activity and attendance records
- e. Participate in citywide and recreation related training programs.
- f. Provide assistance and support on special projects and events as assigned.
- g. Maintain, monitor, purchase, and organize supplies, inventory, and equipment for assigned programs.

3. SUPERVISION:

- a. Maintain and monitor staff hours and staff budgets.
- b. Review, approve, and submit Electronic Timesheets to supervisor for processing.

- c. Ensure employees understand staff expectations and program budget limits.
 - d. Ensure that staff and their designated programs function safely in accordance with city safety standards and policies.
 - e. Schedule and lead part-time staff meetings and/or training on a regular basis.
 - f. Produce meeting agendas and keep minutes of meetings.
 - g. Recruit and utilize volunteers to support program delivery.
 - h. Render first aid in the event of injury, along with completing and submitting an accident report.
 - i. May serve as Acting Recreation Coordinator as assigned.
4. Drive City vehicles as assigned.
 5. Perform related work as assigned.

QUALIFICATIONS

1. High school diploma, GED or equivalent AND sixty (60) semester units (or equivalent quarter units) from an accredited college or university. An additional year (a third year) of related paid work experience can substitute for up to thirty (30) of the semester college units noted above.
2. Two years of paid work experience working in a recreation program-type setting.
3. Must have experience supervising children, teens, adults, and/or seniors and communicating with parents and the public.
4. Strong computer skills including Microsoft Office software programs such as Outlook, Word, Excel, PowerPoint, and Publisher.
5. Strong verbal and written communication skills to perform assigned work.
6. Valid tuberculosis (TB) Certificate.
7. Possess (within 12 months of hire) and maintain a valid First Aid and CPR/AED certification.
8. Possess and maintain a valid California Driver License along with a safe driving record necessary to operate assigned vehicle(s).
9. Pass a post-offer medical examination, which includes a drug test.
10. Pass an employment background check including a Department of Justice criminal record check.
11. Prefer non-tobacco user.
12. Bilingual (English/Spanish) a plus.

SUPPLEMENTAL QUESTIONNAIRE

1. Please list the total number of months and/or years of related or similar work experience that you have for this position and note if the work time was part-time or full-time including weekly hours worked. Include specific dates and timeframes for each position listed.
2. Please describe any experience you have working at or overseeing a youth center to include working with youth from different ethnic and socio-economic backgrounds.
3. Please describe in detail your experience supervising children and communicating with parents and the public.
4. Please describe any experience that you have working with youth age 6 - 17. Please give specific examples and details of your work experience.
5. Please describe in detail your experience directly supervising staff. Please give specific examples and details of your supervisory experience.
6. Please describe your experience gathering data and reporting information for compliance of programs.
7. Do you have experience working with public agencies or community based-organizations on a specific project or special event? If so, please describe.
8. A valid CA driver's license and a safe driving record are required for this position. Final candidates will be required to provide a current DMV report dated within the last 30 days. Please explain in detail any violations that appear on your driving record.
9. Please list three work-related references with contact information. (Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.)

COMPENSATION, BENEFITS, AND ADDITIONAL INFORMATION

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.

Payroll

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

Work Hours

Part-Time employees must have availability to work the designated work schedule for the position and must be available to work additional or less hours as needed. The maximum work hours are 25 hours per week and may not exceed 108 hours per month.

Special Note

All recreation employees will attend a once-a-year, week-long training session which usually occurs during the third week of June.

APPLICATION PROCESS

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City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online: Go to <https://www.governmentjobs.com/careers/cityofgilroy>. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the ‘Apply’ tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Recruitment Schedule – Key Dates*

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| Priority Screening Date: | Friday, June 7, 2019 at 5:00 p.m. |
| Oral Board Interviews: | Friday, June 21, 2019 |
| Finalist Interviews: | Week of June 24, 2019 |

(*Note: The examination process/schedule may be changed as needed by the City.)

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass an employment background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City’s expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.