

City of Suisun City is an equal opportunity employer



*Suisun City, California*



## **Afterschool Program Site Lead**

Temporary, Part Time

**\$19.80 – \$22.29/Hour DOQ**

Ongoing, Open Recruitment

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*Afterschool program site leads work in the formal Suisun City classification of Recreation Specialist II. Starting hourly rate will depend on qualifications. This position works on average 19 hours per week.*

**THE DEPARTMENT:** The Recreation, Parks and Marina Department is responsible for the operations and programs of the Suisun City Marina, the Senior Center and the Joseph A. Nelson Center, including preschool, after-school programs at various sites, recreation classes and sports leagues, community events and special event rentals.

**THE POSITION:** Responsible for maintaining the coordination, implementation, and administration of designated after school program. The specific duties of the After School Program Site Lead include program and curriculum development and implementation, budget management, staff management, participation and coordination of staff development, and general oversight of the designated after school program. The position will provide a safe, nurturing, and well-supervised after school program; act as a liaison between the program and parents, stakeholders, school administration, and school district staff to provide for a collaborative, positive, beneficial program. We're looking for highly motivated people with a customer service orientation who genuinely enjoy helping others and who are flexible problem-solvers.

### **MINIMUM QUALIFICATIONS:**

#### **RECREATION SPECIALIST II**

**EDUCATION/TRAINING:** High School diploma or equivalent and expected to meet one of the following Paraeducator/Instructional Assistant qualifications, as determined by the Fairfield-Suisun Unified School District: a minimum of an AA degree or higher; or completion of 48 semester units; or a certificate of completion of a Paraeducator course; or passing the Paraeducator Proficiency Exam administered by a local school district.

**EXPERIENCE:** One (1) year of experience in facilitating recreation or sports programs, cash handling, or working within youth programs, combined.

**LICENSE OR CERTIFICATE:** Possession of a California Class C driver's license and the ability to obtain a CPR, First Aid and AED certificate may be required. TB testing is required of positions assigned to work with the Fairfield-Suisun Unified School District (FSUSD). Repeat testing may be required annually, depending on FSUSD requirements.

**SPECIAL REQUIREMENTS:** Background check and drug screenings are required prior to formal job offer.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- **ENVIRONMENT:** Work is performed in an indoor or outdoor recreational environment and may include travel from site to site; and exposure to inclement weather conditions.
- **PHYSICAL:** Primary functions require sufficient mobility for walking, standing, running, stooping, reaching, bending and climbing; light, moderate or heavy lifting, pushing, pulling and carrying.
- **VISION:** See in the normal visual range with or without correction.
- **HEARING:** Hear in the normal audio range with or without correction.

**BENEFITS:** Employees in the job classes defined as Temporary, Part-Time are subject to the provisions of the City Personnel Rules and Regulations, and the terms of the Temporary / Part-Time Employee Compensation and Benefits Plan.

All Temporary, Part-Time employees are enrolled in the Public Agency Retirement System (PARS) in lieu of Social Security and accrue up to 40 hours of sick leave per year. Eligibility for other benefits is dependent upon the number of hours worked.

**APPLICATION/SELECTION PROCEDURE:** The City of Suisun City utilizes CalOpps.org to accept and process employment applications. Resumes will not be accepted in lieu of the City's official application but may accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most qualified candidates will be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

**COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the Human Resources office.

**IMMIGRATION REFORM & CONTROL ACT:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.