



# - NOW HIRING -

## *Recreation Leader*

The City of Oakley is seeking Recreation Leaders to assist with programs that include the After School Program, field trips, special events, summer camps including Summer Blaze and Youth CORE, facility rentals and other youth and community programs.

### ESSENTIAL DUTIES *(not limited to the following)*

- Provide courteous, tactful, and polite customer service to the public at all times
- Lead participants in arts and crafts, sports, games, homework tutorials, and other activities
- Perform general set-up, maintenance and custodial duties (e.g. cleaning, arranging tables/chairs)
- Answer a wide variety of questions from the public about City events, programs and services
- Enforce rules, regulations and policies– notify supervisor if you witness inappropriate behavior
- Assist in the inventory of program supplies and equipment
- Assist in the planning and coordination of various programs and activities
- Complete all required paperwork and reports, in addition to handling cash transactions
- Serve as a positive role model

### MINIMUM REQUIREMENTS

- Minimum 18 years of age
- Must have a Class C Driver's License
- Basic knowledge of Recreation activities
- Ability to work with different age levels and with small and large groups
- Ability to work cooperatively with participants and staff in a positive and constructive manner
- Ability to follow written and oral instructions, in addition to prepare written reports
- Ability to lift 50 pounds
- Ability to work evenings and weekends

The successful candidate will enjoy working with children and teens, and be committed to creating a positive, fun, safe and drug-free environment for all participants. The candidate must demonstrate good communication skills and have reliable transportation to and from work sites. Ability to teach a hobby or special skill with others is a plus. Experience (*paid or volunteer*) in an organized recreation or community service program or school-related leadership preferred. First Aid certificate and/or CPR certificate is desirable, but not required.

### COMPENSATION

The hourly wage for is **\$11.00—\$13.50** per hour for this part time “at-will” seasonal position. Benefits are not provided and employment will end after completing no more than 960 hours of work during the City's fiscal year.

### TO APPLY

All candidates must submit a City of Oakley employment application by **April 27, 2017 at 5 pm**. Applications and the required Supplemental Questionnaire may be obtained at City Hall or accessed via the internet at [www.ci.oakley.ca.us](http://www.ci.oakley.ca.us) and delivered to:

**ATTN: HUMAN RESOURCES, CITY OF OAKLEY, 3231 MAIN STREET, OAKLEY, CA 94561**

Applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. Incomplete submissions will not be considered. Selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact the Human Resources Department and request an accommodation at least 3 business days prior to the interview. The City of Oakley is an Equal Opportunity Employer.

**Open until 5pm on April 27, 2017.**