

WELCOME TO OAKLEY

The City of Oakley is situated in eastern Contra Costa County. The City of Oakley incorporated in 1999 to manage growth more effectively, improve community services, and the quality of life.

Cultivating a strong sense of community and civic pride are the cornerstones to the City's success. Building on its rich heritage, City leaders understand the importance of balancing growth and preserving a high quality of life for its citizens. The City's motto, "A Place for Families in the Heart of the Delta" is evidenced everywhere you go – the City boasts highly ranked schools, safe neighborhoods, and has been named by "San Francisco Magazine" as one of the best places to raise a family in the East Bay.

APPLICATION PROCESS

The **required** City of Oakley employment application is available at City Hall located at 3231 Main Street, Oakley or by visiting our website at www.ci.oakley.ca.us.

Applications are due immediately.

Position will remain open until filled.

Faxes and postmarks will NOT be accepted

COMPENSATION

The hourly rate of pay is \$14.50 to \$18.00, depending on qualifications. This is a part-time position limited to 960 hours per fiscal year. Benefits are not provided.

SELECTION PROCESS

Applications will be screened and those applicants possessing the MOST DESIRABLE minimum qualifications will be notified to participate in the interview process. All applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. 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.



- Now Hiring -

SENIOR RECREATION LEADER

\$14.50 to \$18.00 per hour

Depending upon qualifications

This is a part-time position, limited to 960 per fiscal year. Benefits are not provided.

***Final Filing Date:
Position Open until Filled***



Human Resources Department
3231 Main Street
Oakley, CA 94561
www.ci.oakley.ca.us

THE DEPARTMENT AND POSITION

The City of Oakley is hiring a part-time Senior Recreation Leader. This is an outstanding, entry-level position for a highly motivated individual interested in working with customers (families), civic leaders, schools and community organizations.

Under supervision from the Recreation Manager, the Senior Recreation Leader will be a self-starter who will organize, plan, and implement our recreational programs and services.

The Senior Recreation Leader will also manage a variety of recreational classes, special events, administrative duties, and services for the public.

This position works approximately 19 hours per week (*not to exceed 960 hours*) and benefits are not provided.



EXAMPLES OF DUTIES

- ◆ Serve as the first point of contact and leading the public to the appropriate department or staff member.

- ◆ Planning and coordinating various recreation program activities and conduct related activities in areas such as recreational classes, parks/facility rentals, special events, and youth activities and programs.
- ◆ Maintains records of participation and collects participant fees, rental fees and completes written program plans and reports.
- ◆ Plan, oversee, and conduct recreational activities appropriate to a variety of locations such as playgrounds, parks, community centers, school sites, and sports facilities.
- ◆ Maintain recreation calendar and coordinate public registration of recreational activities.
- ◆ Instruct and coordinate on the rules and regulations.
- ◆ Assist supervisory staff in outreach or promotion of recreational events and activities, through press releases, social media posts, and in the Recreation Guide.
- ◆ Exercise precautions necessary to ensure the safety of recreation program participants and spectators.
- ◆ Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of recreation programming
- Knowledge of scheduling facilities
- Ability to work weekdays, weekends, occasional evenings, and holidays
- Proficiently use software including desktop publishing, word processing and spreadsheets
- Ability to multi-task and prioritize
- Ability to communicate effectively with the public and other employees
- Ability to work well in a team setting
- Ability to organize people and activities
- Ability to follow written and oral instructions
- Ability to operate equipment related to sports and recreational activities, which may include a motor vehicle
- Ability to act quickly and remain calm in difficult situations and emergencies;
- Ability to lift up to 50 pounds



EDUCATION AND TRAINING

The Senior Recreation Leader must be at least 18 years of age. High school diploma and two years of increasing responsible experience in a comparable setting. Previous experience working in recreation or leisure services is desired, but not required. Possession of a valid driver's license and certification in First Aid and CPR within one year of employment is required.