

NOW HIRING Recreation Leaders

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

This position is part-time, year-around. Candidates must be willing to work M, T, Th, & F 2:30pm-6pm; Wed. 12pm-6pm; and some 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 \$14.00—\$16.50 per hour for this part time “at-will” seasonal position. Candidate expected to begin working after August 12, 2018. Benefits are not provided.

TO APPLY

All candidates must submit a City of Oakley employment application as soon as possible. Position will remain open until filled. Applications and the required Supplemental Questionnaire may be obtained at City Hall or accessed via the internet at www.ci.oakley.ca.us and delivered to:

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

All interested must asap. Position open until filled.



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

EXAMPLE OF DUTIES

- 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

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.