



THE CITY OF
P I N O L E

INVITES APPLICATION FOR THE POSITION OF

RECREATION LEADER
(Part-time, non-benefited employment)

HOURLY RATE: \$8.00 - \$12.16

(Placement within range depending on qualifications and experience)

FINAL FILING DATE: April 1, 2011

EMPLOYMENT STANDARDS

POSITION: Under the direction of the Youth Services Coordinator, supervises youth and teenagers ages 5-17 at the Pinole Youth Center in the following program areas: youth sports, arts and crafts, excursions, games, special events. The Recreation Leader will be required to attend all scheduled staff trainings and meetings. The Recreation Leader will work 1-5 days per week during the school year, within the hours of 1:30-6pm, plus some evenings and weekend hours. Hours will increase during the summer months as the Pinole Youth Center extends its hours to 7am-6:30pm, plus some evenings and weekend hours.

QUALIFICATIONS: The Recreation Leader must be at least 18 years of age and must have graduated from high school (or equivalent to a high school education). Must have a strong desire and aptitude for working with youth and teenagers, exercise sound leadership practices, appropriate disciplinary measures, extreme patience, and have the ability to function with a minimum of direction and supervision. Must be able to plan and implement activities appropriate to a Youth Center environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include but are not limited to:

- Develop, organize and lead recreational programs and activities including, but not limited to, games, sports, arts and crafts, excursions and special events;
- Help supervise a diverse group of children and teens in both the after-school program and summer camp at the Pinole Youth Center, both in groups and individually;
- Monitor and enforce Youth Center and City rules and regulations at facilities and during excursions;
- Provide strong leadership and role modeling with diverse populations of youth and teenagers;
- Communicate effectively with parents, community members, school officials, City police and community groups regarding youth and program activities;
- Other essential responsibilities include, but are not limited to: communicate effectively orally; walk or run for extended times over various distances; use good judgement; relate to youth and teenagers; act courteously toward others; take direction from supervisors; maintain good working relationships with other staff members and parents; accept criticism and apply to performance; be dependable in meeting scheduled assignments; work

extended hours when required.

SPECIAL REQUIREMENTS

Works inside and outside, primarily at the Pinole Youth Center, nearby park and excursions. May also include irregular hours, evenings, weekends, and holidays. Must possess a valid Standard First Aid and CPR verification at the time of employment (or be able to obtain one within one month of employment). Must have recent (within one year) negative TB test or complete TB test prior to commencement of employment.

SELECTION PROCESS

Completed original City application form is required. Resumes are encouraged but are not required. Oral Interview process. Pre-employment background check.

APPLY TO: City of Pinole
Human Resources Department
2131 Pear Street
Pinole, CA 94564

Applications and job flyers are available at the above address. Alternatively, you may call (510) 724-9002 to request that an application and announcement be mailed to you.

****SMOKING IS PROHIBITED DURING ON-DUTY STATUS****

The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

The City of Pinole is an equal opportunity employer.