



INVITES APPLICATIONS FOR THE POSITION OF

RECREATION AIDE

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Open Until Filled

SALARY

\$16.00 – \$17.85/hour

JOB TYPE

Part-time, Temporary/Seasonal (no more than 18 hours per week)

THE POSITION

Under general supervision, the Recreation Aide assists in the proper use of a community recreational facility and assist Recreation Leaders in providing a variety of recreation programs related to aquatics, preschool, playground, after school programs, parks, teens, sports, special events, and senior citizen activities.

The Recreational Aide position may be assigned to the following areas:

Aquatics: Under general supervision, this assignment collects fees from public swimming pool patrons, register participants in aquatics classes, perform a variety of related general clerical duties, and setting up and cleaning community recreational facilities before, during and after activities and rentals.

Community Events/Festivals: Under general supervision, this assignment supports city-wide special events with set-up and take-down of furniture and equipment; enforcing safety rules and regulations; and maintaining orderly participant conduct at various events.

Dublin Senior Center: Under general supervision, this assignment includes setting up and cleaning community recreational facilities before, during and after activities and rentals.

Family Programs: Under general supervision, this assignment supports the After School Program, Student Union, and summer camp activities.

Heritage Park and Museums: Under general supervision, this assignment includes setting up and cleaning community recreational facilities before, during and after activities and rentals. This position will also support summer camp activities held at this site.

Preschool Program: Under general supervision, this assignment assists with organization and instruction of preschool classes for children 18 months through 5 years. Applicants must be at least 18 years of age.

Shannon Community Center: Under general supervision, this assignment oversees the proper use of a community recreational facility; performs a variety of custodial tasks; and assists the public and staff in their use of the facility.

Sports Programs: Under general supervision, this assignment is responsible for officiating a variety of sports league events and also serves as official scorer-of-record at sports events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assist in leading recreation activities in program areas such as preschool, playground, parks, teens, sports, special events, and senior citizen activities.
- Assist in carrying out recreational activities appropriate to a variety of locations such as playgrounds, parks, community centers, pre-school classrooms, school sites, and sports facilities.
- Assist in leading activities in areas such as arts and crafts, games, sports, music, drama, and nature study.
- Assist in setting up, taking down, and cleaning up recreational facilities; as assigned, open and close facilities as scheduled for use, and secure the facility upon leaving.
- May provide minor first aid to recreation program participants and/or perform related first aid/emergency techniques.
- 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.
- Set up furniture or equipment for activities scheduled and see that it is in proper condition and is replaced after use.
- Monitor activities of facility users for appropriate and safe conduct.
- Clean up after facility users and set up for subsequent activities; sweep and mop floors as required, empty trash receptacles throughout the facility, as necessary; keep restrooms and kitchen clean and well stocked with paper towels, tissues, etc.
- Collect fees from public swimming pool patrons and aquatics class registrants, and issue pool passes.
- Complete daily attendance and cash receipt report forms.
- Answer the telephone, provide information to callers and write messages, as needed.
- Assist customers at the front counter.
- Perform general clerical work such as issuing receipts, photocopying, and filing; complete and submit required forms and reports.
- Clean and sanitize workstation and equipment.
- Assist in conducting preschool class activities in areas such as arts and crafts, games, music, or story time.
- Interpret and apply official game rules for a variety of playing field sports related to league play.
- Conduct sports contests according to rules of the game and maintain control of the contest.
- Oversee the work of scoring officials to ensure proper timing and scoring of the event; perform as official scorer-of-record.
- Inspect playing field area and equipment prior to play to ensure preparation and safety for play to begin.
- Ensure safety of players and spectators.
- Notify appropriate City staff regarding necessary repair and/or replacement of play areas/related equipment.
- Perform other duties as assigned.

QUALIFICATIONS

Training and Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

1. Education: There is no educational requirement for this class; equivalent to completion of two years of high school is desirable.
2. Experience: Work experience is not required; experience in handling money and cashiering is desirable. Demonstrated experience (paid or volunteer) working with participants in a structured or supervised social/recreational program.

Knowledge Of

- Basic knowledge of a variety of recreation activities.
- Ability to do heavy physical work including the lifting and moving of tables and chairs.

- Rules, regulations, procedures, and score keeping as applied to the conduct of a variety of field sport league activities.
- Age group characteristics of preschool children.
- Basic arithmetic, including addition, subtraction, multiplication and division. English language skills, including punctuation and spelling;
- Point of sale or cash registers.

Ability To

- Learn skills needed to conduct basic recreation activities. Follow written and oral instructions.
- Communicate clearly and concisely, both orally and in writing.
- Deal with difficult or stressful situations in a calm and professional manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use of a personal computer is desirable.
- Officiate at a variety of field sport league activities; engage in physical activity. Exercise objective judgment in making field sport rules determinations/calls.
- Must be able to work nights, weekends and holidays.

Licenses, Certifications, Special Requirements

1. At time of hire, must be 15 years of age or older (18 years of age if assigned to Preschool Program).
2. Required: School work permit, if applicable.
3. Current Certification in Standard First Aid and CPR.
4. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.
5. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.
6. Possession of a valid California Class C driver's license is not required for this class; however, if an employee possesses a valid license, he/she may be required to provide a Certificate of Automotive Insurance for Personal Liability.

BENEFITS

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal position.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures.

On an intermittent basis, sit at desk for long periods of time; stand, walk, and bend while assisting with recreation activities; squat, climb, kneel and twist when setting up various recreation programs; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; reach with hands and arms; perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less. While performing duties, the employee is regularly required to use written and oral communication skills; interact with City staff, volunteers, vendors, and the public.

THE SELECTION PROCESS

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the

minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on "Member Agencies," "City of Dublin," then on "RECREATION AIDE" and "Apply Now." No faxed or e-mailed applications will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

The Recreation Aide is a Part-Time, Temporary position with no benefits. In order to continue in the City's recruitment process, you are required to respond/complete the following Supplemental Questions online:

1. Recreation Aide employees must be 15 years of age or older at the time of hire. Do you meet the minimum age requirement for the position?
 - YES
 - NO

2. Are you applying for a Preschool Program position?
 - YES
 - NO

3. If applying for a Preschool Program position, Recreation Aide–Preschool Program employees must be 18 years of age or older at the time of hire. Do you meet the minimum age requirement for this assignment?
 - YES
 - NO
 - NOT APPLICABLE

4. Please indicate your preferred program area(s) you are applying for (mark all that apply):
 - Aquatics
 - Community Events/Festivals
 - Dublin Senior Center
 - Family Programs
 - Heritage Park and Museums
 - Preschool Programs
 - Shannon Community Center
 - Sports Programs

5. Please indicate your availability for WEEKDAYS below:

- 8:00 AM-1:00 PM
- 1:00 PM-6:00 PM
- 6:00 PM-12:00 Midnight

6. Please indicate your availability for WEEKENDS below:

- 8:00 AM-1:00 PM
- 1:00 PM-6:00 PM
- 6:00 PM-12:00 Midnight

7. If you could create your own work schedule (days of week/time preference) what would it be?