

CITY OF SAN RAMON

Invites Applications For

RECREATION LEADER I/II AFTERSCHOOL TEEN CENTERS 10 Part-time Seasonal-Positions

Salary Range: Recreation Leader I \$9.54 - \$13.46 per hour
Recreation Leader II \$13.94 - \$20.34 per hour (future openings)
These positions do not receive paid leave or benefits.

POSITION DESCRIPTION:

Under the supervision of the Recreation Technician and/or Recreation Coordinator these positions assist in providing leadership and program responsibility for an assigned Middle School Teen Center. The Teen Centers will provide structured recreational activities and educational opportunities for up to 30 middle school students during the school year. These positions may also assist with other duties including special events, marketing and special projects. These positions are assigned up to a 25-hour per work week and may include some evenings, weekends and holidays. Typical hours are 2pm – 6pm and follow each site's middle school bell schedule. The positions' work schedule will begin August, 2013 and extend to June, 2014. The positions are located at one of the four middle schools located in San Ramon that include Iron Horse, Pine Valley, Gale Ranch, and Windemere Middle Schools.

DUTIES AND RESPONSIBILITIES:

Job duties include, but are not limited to:

- ◆ Supervises participants enrolled in programs;
- ◆ Recreation Leader II provides over-site to the Recreation Leader I staff assigned to the Teen Center;
- ◆ Maintains program discipline of participants in all areas of the program;
- ◆ Maintains a safe program environment, equipment and facilities;
- ◆ Implements and maintains daily program activities and develops a monthly activity schedule;
- ◆ Provides feedback regarding program development and activity schedule;
- ◆ Develops and distributes promotional and marketing information;
- ◆ Opens/closes and secures activity facilities;
- ◆ Is responsible for seeing that records are kept properly and that all reports are completed and turned in on time;
- ◆ Assists the public with questions and inquiries;
- ◆ Performs other duties of a similar nature or level, and
- ◆ Administers first aid as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of philosophy, objectives and requirements in the implementation of teen programs and services;
- ◆ Knowledge of common sports, games and recreation activities appropriate for middle school ages 11 – 14;
- ◆ Ability to communicate with co-workers, supervisors, school officials, and the general public, both in writing and orally sufficient enough to exchange or convey information and to receive or give work direction;
- ◆ Knowledge of supervision and leadership techniques;
- ◆ Knowledge of program risk management and safe work practices;
- ◆ Ability to direct the work of others and develop an effective team;
- ◆ Ability to follow oral and written direction;
- ◆ Ability to plan and organize program elements;
- ◆ Ability to handle and prioritize multiple tasks;
- ◆ Skilled knowledge and use of desktop publishing, spreadsheet, and word processing software;
- ◆ Ability to lift at least 40 pounds;
- ◆ Other skills include reliability, dependability, creativity and enthusiasm.

EDUCATION AND EXPERIENCE:

At least one or more years of college preferred and experience working in a teen program, day camp, child care program or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

OTHER REQUIREMENTS:

- ◆ Must be 18 years or older;
- ◆ Valid Class C California Driver's license is required;
- ◆ Possession of or ability to obtain CPR and First Aid certification;
- ◆ Appropriate clearance from fingerprinting and background check;
- ◆ Ability to submit proof of eligibility to work in the United States.
- ◆ A negative TB certificate dated within the past two years.

SELECTION PROCESS:

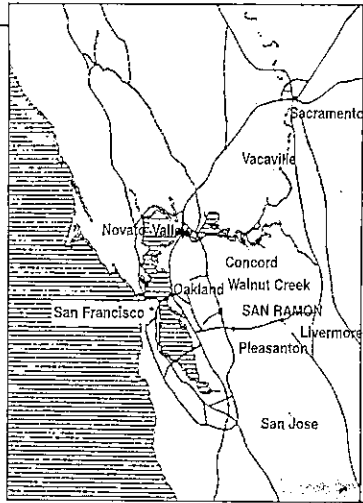
The best-qualified applicants, as determined by the initial screening of applications, will be invited to participate in an interview process, which may consist of both written and oral portions. A City application is required. Applications are available at San Ramon City Offices, 2226 Camino Ramon, San Ramon, CA 94583 or download a City application from our website at www.sanramon.ca.gov/employmentopportunities.

All applications should be mailed or delivered to the Parks and Community Services Department, Attn: Bonnie Mertz, 2226 Camino Ramon, San Ramon, CA 94583. AA/EOE. These positions will remain **OPEN UNTIL FILLED**. In accordance with the Federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, please contact the Parks and Community Services Department at 925-973-2608.

THE CITY OF SAN RAMON IS AN EQUAL OPPORTUNITY EMPLOYER

2228 Camino Ramon • San Ramon, CA 94583
24-Hour Job Hotline: (925) 973-2505 • FAX: (925) 830-1803
www.sanramon.ca.gov • e-mail: jobs@sanramon.ca.gov

The City



Incorporated in 1983, San Ramon is a progressive, young city that has a small-town, family-oriented atmosphere. It is a community of balanced contrasts: scenic open space hillsides to the west, a regional modern office park at its center, and traditional suburban neighborhoods, each with its own unique identity. Service levels are maintained at a high standard to protect and enhance the quality of life of the citizens of San Ramon.

Employee Benefits for Regular Full-Time Employees

<i>Vacation</i>	12 paid vacation days accrued annually, increasing at various intervals of service
<i>Holidays</i>	12.5 holidays per year, two of which are discretionary
<i>Sick Leave</i>	1 day per calendar month of service
<i>Retirement</i>	The City participates in the Public Employees' Retirement System (PERS) 3% at 50 for peace officers only.
<i>Health Insurance</i>	Major portion of premium paid for employee and dependents, with choice of Kaiser or City's self-insured plan
<i>Dental Insurance</i>	Fully-paid premium for employee and dependents with Delta Dental
<i>Vision Care</i>	Fully-paid premium for employee and dependents with Medical Eye Services
<i>Employee Assistance Program</i>	Access to quality behavioral health care with minimal co-payments
<i>Disability Insurance</i>	Fully-paid premium for employee
<i>Life Insurance</i>	The City pays for life insurance benefits at two times the employee's annual salary. A voluntary life insurance plan is available at the employee's option.
<i>Section 125 Plan</i>	The program is available to all employees for health care and dependent care expenses.
<i>Deferred Compensation</i>	The ICMA 457, 401A and Retirement Health Savings Account Plans are available at the employee's option.

Prorated benefits are available for regular part-time employees.

Mission Statement

We provide efficient delivery of quality public services that are essential to those who live and work in San Ramon.