



ANNOUNCEMENT OF RECRUITMENT PLEASE POST

ASSISTANT RECREATION LEADER **Part-time**

THE POSITION: Leads and conducts recreation activities including arts, crafts, dancing, drama, games, and sports; maintains discipline on indoor and outdoor play areas, teaches and instructs youth in various games and rules of play; routine first aid in case of minor injuries; picks up supplies, sets up equipment, tables and chairs, etc.; and performs related work as required.

\$10.63 per hour; work schedule is usually 7:30 a.m. - 1:00 p.m. during the summer months (June and July), and 1:30 - 5:30 p.m. during the school year. The program is housed on each of the elementary school sites during the school year and at local park sites during the summer months. The program is closed two weeks between the school year and summer and between summer and the school year. The City is a member of the California State Employees Retirement System (PERS); 2% @ 55 formula for classic/legacy members; 2% @ 62 formula for new members (as defined by PEPR). Paid Holidays; The City does not pay into Social Security.

QUALIFICATIONS: Equivalent to graduation from high school with recreation, sports, and leadership experience and involvement in youth activities. Must be at least 18 years old, valid and appropriate California Driver's license. First Aid and CPR certification is required within 6 months from date of hire.

THE PROCESS: Applications will be reviewed and evaluated; applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further. All applicants will be advised on their status in the selection process. The selection process may include written/practical examination, oral board interview, department interview, background investigation, post-offer medical examination, drug and alcohol screening, and any other testing that may be deemed necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, CA 93618, ph. (559) 591-5903. Filing deadline is **July 28, 2017 by 5:00 p.m.** A City application is required. Postmarks are **not** accepted.
www.dinuba.org

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.*

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race,
religion, color, sex, age, national origin, sexual orientation or disability.*

*The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*

**CITY OF DINUBA
JOB DESCRIPTION**

**ASST. RECREATION LEADER
PART-TIME**

GENERAL PURPOSE: Under general supervision, assists with organizing, leading, promoting, and participating in youth recreational programs and activities and events in the various Youth Services programs.

DUTIES AND RESPONSIBILITIES

Leads, and conducts recreation activities, including arts, crafts, dancing, drama, music, sports, games, and cooking; maintains discipline on indoor and outdoor play areas, teaches and instructs youth in various games and rules of play; ensures safety of recreation participants and spectators; renders routine first aid in case of minor injuries; assists with inventory and supply procedures; picks up supplies, sets up equipment, tables and chairs for classes, etc.; and performs related work as required.

QUALIFICATIONS: Equivalent to graduation from high school with recreation, sports, and leadership experience and involvement in youth activities. Must be at least 18 years old.

KNOWLEDGE OF:

- Methods and techniques of planning and organizing group recreation and social activities;
- Basic rules, practices and equipment used in specialized recreation activities;
- Appropriate safety precautions and procedures.

ABILITY TO:

- Formulate and lead recreation programs;
- Supervise recreational activities;
- Communicate effectively in English in both written and oral form;
- Understand and carry out oral and written instructions in English;
- Establish and maintain effective relationships with those contacted in the course of work.

LICENSE/CERTIFICATION REQUIRED: Valid and appropriate California Driver's License. First Aid and CPR certification required within 6 months from date of hire.

TOOLS AND EQUIPMENT: Mobile or portable radio, phone, automobile, various sports and recreation equipment.

PHYSICAL DEMANDS: Frequently walk, sit and talk or hear; occasionally use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; lift and/or move up to 50 pounds. Specific vision abilities required include vision for recordkeeping, and the ability to adjust focus.

WORK ENVIRONMENT: Frequently works in outside weather conditions and occasionally exposed to wet and/or humid conditions and hot and/or dry conditions. The noise level is usually quiet while in the office and moderately loud when in the field.

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 the position.