



NOTICE OF RECRUITMENT **PLEASE POST**

RECREATION LEADER **Part-time**

THE POSITION: Organizes, leads, and conducts recreation activities, including arts, crafts, dancing, drama, 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; homework assistance; renders routine first aid in case of minor injuries; prepares reports covering recreational activities and attendance; coordinates inventory and supply procedures; picks up supplies, sets up equipment, tables and chairs for classes, etc.; will work special events and performs related work as required.

\$16.35 per hour, work schedule for year-round program is 1:30 p.m. – 5:30 p.m. during the school year with some evenings and Saturdays. During the summer months (June & July) the schedule is 7:30 a.m. – 1:00 p.m.; up to 29 hours per week. PERS Retirement; 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; requires First Aid and CPR certification within six 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 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. 591-5900 ext. 108, by 5:00 p.m. on **June 9, 2021.** 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, disability or sexual orientation.*

*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**

**RECREATION LEADER
PART-TIME**

DEFINITION: Under general supervision, organizes, leads, promotes, and participates in youth recreational programs and activities and events in the various Youth Services programs.

EXAMPLE OF DUTIES

Organizes, 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; homework assistance; renders routine first aid in case of minor injuries; prepares reports covering recreational activities and attendance; coordinates inventory and supply procedures; picks up supplies, sets up equipment, tables and chairs for classes, etc.; will work special events and performs related work as required.

EMPLOYMENT GUIDELINES

Knowledge of:

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

Ability to:

Formulate and lead recreation programs;
Supervise recreational activities;
Communicate clearly and concisely, both orally and in writing;
Demonstrate and train others in recreational activities;
Understand and carry out oral and written instructions;
Operate a vehicle observing legal and defensive driving practices;
Establish and maintain effective relationships with those contacted in the course of work.

License/Certification: Possession of a valid and appropriate driver's license issued by the California Department of Motor Vehicles. First Aid and CPR certification required.

Education/Training/Experience: Equivalent to graduation from high school with leadership experience and involvement in youth activities. Must be at least 18 years old.

PHYSICAL DEMANDS/WORKING CONDITIONS: 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. Frequently works in outside weather conditions and occasionally exposed to wet and/or humid 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.

**An Equal Opportunity/
Affirmative Action Employer**



HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: _____

NAME:	Last Name	First Name	Middle
ADDRESS:	Street/P.O. Box	City	State Zip Code
TELEPHONE: ()	Home	()	Business () Cell
EMAIL ADDRESS: _____			

DRIVER'S LICENSE NUMBER: _____ **CLASS:** _____ **STATE:** _____ **EXPIRES:** _____
Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.

I meet the minimum age requirements as stated on the job announcement for this position. Yes No

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? Yes No
 Name of last High School attended: _____

College or University	Major	Units	Degree

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

ADDITIONAL INFORMATION

Are you related to any City of Dinuba employee? If yes, state name and relationship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you now or have you ever been employed by the City of Dinuba?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit verification of your right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List languages you speak fluently other than English:	

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will not be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: ADDRESS: PHONE NO: POSITION TITLE: FROM (Mo/Yr.): TO (Mo/Yr.): HOURS WEEK: SUPERVISOR NAME AND TITLE: DESCRIPTION OF DUTIES: REASON FOR LEAVING:

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I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete o the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check ; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: Signature of applicant:

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: _____

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other _____

NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING

RACE/ETHNIC DATA

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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