

**Recreation Leader III (part-time, temporary)  
Summer Drama Camp Production Assistant**

**\$11.15 - \$13.55 (depending on experience)**

**Deadline to Apply: Tuesday, April 29, 2014**

**Required Group Interview:**

**Friday, May 2 4:30-7:00pm or Saturday, May 3 10:00am-12:30pm or 1:30-4:00pm**

**The Position:** Under the supervision of the Senior Recreation Program Specialist, the Recreation Leader III will perform various production duties in the following program areas:

- Musical Performance Camp – Beauty and the Beast Jr. (ages 8-17)
- Musical Performance Camp – Once on This Island Jr. (ages 8-17)
- Summer Teen One-Acts – Student-Written One-Acts (grades entering 6-12)
- Theater Arts Intensives for Kids and Teens (ages 8-17)
- Summer Theater Tech (grades entering 9-12)
- Additional Civic Arts programs throughout the summer

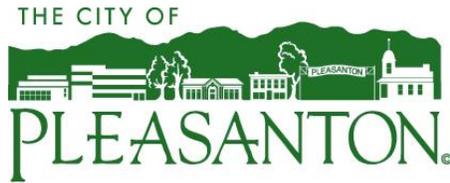
**Typical Duties**

- Supervise camp participants
- Assist with the administrative duties of the Summer Drama Camp Program
- Work closely with the camp directors in production planning, prop acquisition, assist costuming, maintenance of camp rosters and check-in/out procedures
- Facilitate theater activities according to prepared production schedule
- Assisting with camp set up, implementation and clean-up
- Assisting with production planning
- Attending mandatory training and staff meetings
- Interacting and providing information to parents/guardians of participants and the public
- Administer first aid as required and maintain a safe program environment and facility
- Other duties as assigned

Staff will work from June 16 through July 25. A Recreation Leader III (Choreographer) works Monday through Friday, from 8:00am to 1:00pm (except July 4, 2013). Some afternoon hours are required for planning and production meetings. Work schedule and the number of work hours per week is not guaranteed, and is dependent upon camp enrollment and the needs of the program as determined by City staff. Additional program work hours may be available throughout the summer season, but are not guaranteed.

**The ideal candidate will:**

- Have at least two years of work experience choreographing live musical theater for children
- Have at least two years of work experience supervising children in a summer camp or after school program setting



- Possess excellent customer service skills, good oral communication skills, a professional appearance and demeanor, and training skills
- Have experience working with young children, managing equipment and supplies, and working with supervisors on an overall program level
- Be able to develop program activities, assist and interact with program participants and City employees with tact and courtesy, establish and maintain effective working relationships, resolve conflicts, and provide leadership for, and direction to, the camp production staff
- Have knowledge of philosophy, objectives and requirements in the implementation of drama camp
- Have the ability to supervise and lead youth of various ages
- Have the ability to communicate effectively and possess excellent interpersonal skills while interacting with program participants, co-workers, supervisors, and the general public
- Must be able to climb stairs, squat and lift 40 lbs

This is a part-time, temporary position. The selected employees cannot work more than 1,000 hours in a fiscal year. This position offers no benefits, but does contribute to Apple and Medicare. Certifications for CPR, First Aid, TB are required prior to starting employment with the City.

**The Selection Process,** Applications will be reviewed as they are received. The most qualified applicants will be invited for a group interview and if qualified, be invited to an individual interview. A reference check will be conducted prior to making an offer of employment.

**Prior to starting employment,** the selected applicants must provide a copy of a certificate showing that he/she has undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants under age 18 must provide a copy of a current work permit prior to starting employment. Applicants selected for the positions will be required to undergo and successfully pass fingerprint checks by the City prior to starting employment.

**If you are interested in this position,** please complete the City Application available at <http://www.ci.pleasanton.ca.us/services/employment/>

If you have questions about this position, you may contact Mark Duncanson at [mduncanson@cityofpleasantonca.gov](mailto:mduncanson@cityofpleasantonca.gov) or (925) 931-4828.

**The Division:** Summer Drama Camps is a program under the Civic Arts Division of the Community Services Department. The Civic Arts Division includes youth and teen performing arts programs and activities; arts and enrichment classes; environmental education; and literary, visual and performing arts.

Apply Online for this position by following the QR code below

