



Recreation Leader IV
Office Aide for Gingerbread Preschool & Community Services Administration
(part-time, temporary up to 1000 hours)
\$13.52 - \$16.43 per hour to start (depending on experience)
Closing Date: August 15, 2014

The Community Service program seeks a part-time Recreation Leader to work as an Office Aide at the Administration Office for the Community Services Department.

The Position: Under direction from the Recreation Supervisor/Administrative Assistant, the Recreation Leader IV serves as the initial contact for customers at the Administration/Gingerbread Preschool Office. Responsibilities include answering general questions about programs, processing registration, payments, money handling and general clerical duties. **This position may work up to 20 hours per week on a 12 month schedule.**

This is a part-time, temporary position, and cannot work more than 1,000 hours per fiscal year. It does not offer PERS retirement benefits, but does contribute to Apple and Medicare. CPR, First Aid and AED certification are required. The City may provide training and certification classes, if needed, but certifications must be provided within one month of start date.

Typical Duties

- Greet the public, answer questions and provide information (via phone, e-mail, in person)
- Process program registration, handle payments, and end-of-shift close out
- Opening and closing facility
- General office related tasks
- Listing of more specific duties will be provided upon request

The ideal candidate will:

- Display a professional appearance and manner.
- Have knowledge and experience with computers and Microsoft Office Suite.
- Establish and maintain effective working relationships with the public and City employees.
- Be able to deal with the public in a tactful and appropriate manner, work effectively with minimal direct supervision, and follow oral and written instructions.
- Be able to process registration and rental requests, payments (cash, check, credit card), and conduct daily reconciliation procedures using a computerized system.
- Possess CPR, First Aid and AED certification.
- Typing skills desired.
- Experience with the CLASS registration system is highly desirable.
- May assist Recreation Supervisor and Coordinator with assigned tasks.



The Selection Process: The Recreation Supervisor/Administrative Assistant will review applications as they are received. The most qualified applicants will be invited for an interview. A reference check will be conducted prior to making an offer.

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 selected for the positions will be required to undergo and successfully pass a City of Pleasanton fingerprint check and physical prior to starting employment.

If you are interested in these positions, please complete the City Application available at <http://www.ci.pleasanton.ca.us/services/employment/> by August 15, 2014.

If you have questions about this position, you may contact Samu Tiumalu, Recreation Supervisor at stiumalu@cityofpleasantonca.gov or (925) 931-3432.

The Division: The Youth and Human Services Division includes early childhood education programs; Gingerbread Preschool; teen programs and activities; Recreational Activities for the Developmentally Disabled (RADD); Senior programs and Pleasanton Paratransit Services, and Administrative Services.