

## **Recreation Leader III (part-time, temporary)**

**\$11.15 – 13.55 per hour (depending on experience)**

**Deadline to Apply: Open until filled**

**The Position:** Under the direction of the Senior Center Supervisor or Recreation Leader V, the Recreation Leader III serves in a support role, assisting the Recreation Leader IV during events, trips and special activities both on-site and out in the community for the Recreation for Adults with Developmental Disabilities (RADD) Program.

### **Basic duties include:**

- Supervises and ensures safety of participants during program hours
- Works together with staff to provide quality recreation and leisure experiences to clients
- Carries out policies and procedures set forth by the City during program hours and while interacting with participants
- Responsible for legal documentation of incidents and accidents that occur during events
- Interprets policies and procedures for clients/participants/families
- Facilitates client communication and responds to concerns

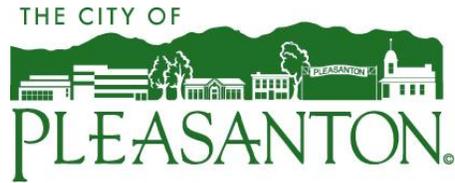
### **The ideal candidate will have:**

- A working knowledge base and skills for interacting with individuals with various disabilities
- Excellent customer service skills
- A combination of coursework, work experience, certifications and/or licenses applicable to working with individuals with various disabilities
- Excellent organizational skills
- Ability to take direction, work independently, and work in a team
- Experience in emergency procedures and safety protocols
- Possess CPR and First Aid certification

This is a part-time, temporary position. The selected employees cannot work more than 1000 hours in a fiscal year (July 1, 2014 to June 30, 2015). A TB is 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 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 fingerprint checks by the City 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/>

If you have questions about this position, you may contact Jessica Reaber, Recreation Leader V at [jreaber@cityofpleasantonca.gov](mailto:jreaber@cityofpleasantonca.gov) (925) 931-5373.

**The Division:** The Human Services Division includes early childhood education programs; Gingerbread Preschool; teen programs and activities; Recreation for Adults with Developmental Disabilities (RADD); Senior programs and Pleasanton Paratransit Services.