

Recreation Leader IV (part-time, temporary)

\$13.52 – 16.43 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 IV serves as the lead staff person during events, trips and special activities both on-site and out in the community for the Recreation for Adults with Developmental Disabilities (RADD) Program. The Recreation Leader IV will also be the liaison between parents/ care providers of participants and the Recreation Leader V.

Basic duties include:

- Supervises and ensures safety of participants during program hours
- Assigns tasks to subordinate staff and volunteers
- Ensures staff interaction and communication with clients and public is in alignment with City policy
- 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

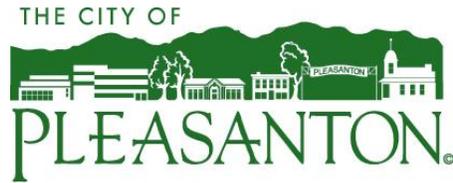
The ideal candidate will have:

- An experienced level of knowledge, skills and abilities in working with individuals with various disabilities
- Excellent customer service skills, excellent written and oral communication skills, a professional appearance and demeanor, and training skills
- A combination of coursework, work experience, certifications and/or licenses applicable to working with individuals with various disabilities
- Excellent organizational skills
- Ability to work independently with minimal indirect supervision.
- 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 (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.