

SEASONAL SENIOR RECREATION LEADER

PART-TIME, TEMPORARY

\$22.93 - \$27.88 PER HOUR (DEPENDENT ON EXPERIENCE)

The City of Pleasanton seeks a part-time Seasonal Senior Recreation Leader to support the Pleasanton Senior Center. Under direction of the Recreation Supervisor or Recreation Coordinator, the Seasonal Senior Recreation Leader supports general senior center programming, special events, and volunteers.

The ideal candidate is flexible, creative, and highly organized, with a genuine interest in serving older adults.

Senior Programming typically occurs Monday-Friday between 8:00am-4:00pm.

This is a part-time, temporary position. The selected employees cannot work more than 1500 hours in a fiscal year (July 1 to June 30). This position offers no benefits, but does contribute to Apple and Medicare.

THE IDEAL CANDIDATE

- Demonstrates strong organizational and multitasking skills with attention to detail.
- Brings creative ideas to enhance classes, programs, and outreach efforts.
- Adapts easily to changing priorities and enjoys working both independently and collaboratively.
- Has experience working with volunteers, program planning, or event coordination.
- Possesses excellent communication and interpersonal skills, with a friendly and professional demeanor.
- Is comfortable using Microsoft Office Suite and web-based registration systems.
- Possess CPR, First Aid and AED certification.
- Experience with a web-based registration system is highly desirable.

TYPICAL DUTIES

- Plan, coordinate, and oversee engaging drop-in classes, programs, and presentations for older adults.
- Recruit, train, and support volunteers
- Assists with Senior Center programming and events.
- Create and distribute marketing materials including newsletters, flyers, and digital content to promote programs and services.
- Provide excellent customer service to participants, visitors, and volunteers.
- Collaborate with staff and community partners to enhance program offerings and improve operations
- Offer front desk coverage and general administrative support as needed.
- Data entry, reports and file management
- Engages with participants and provides excellent customer service
- May assist Recreation Supervisor or Coordinator with various assigned tasks

Applications will be reviewed as they are received. The most qualified applicants will be invited and will take part in an interview process, date and time to be determined. 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 they have 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 and Covid test by the City prior to starting employment.



If you are interested in this position, please complete the 'Seasonal Senior Recreation Leader' Application available at www.pleasantonjobs.org

If you have questions about this position, you may contact the Recreation Supervisor, Nicole Thomas at nthomas@cityofpleasantonca.gov or (925) 931-3432.