



CITY OF WATSONVILLE

275 Main Street, Suite 400 Watsonville, CA 95076 831.768.3020

24-HOUR JOB LINE 831.768.3025

www.cityofwatsonville.org

EMPLOYMENT OPPORTUNITY

Senior Recreation Leader (Must be a minimum of 18 years of age)

Temporary - Part Time
\$9.50 - \$12.13/Hour

Filing Deadline: Continuous

DEFINITION

Successful performers are positive, enthusiastic and creative individuals who enjoy working with people. Under direct supervision, Senior Recreation Leaders assist in organizing, planning, directing and implementing a wide range of programs that foster human development, promote health and wellness, provide recreational experiences, and strengthen safety and security through activities, programs, and special events.

DISTINGUISHING CHARACTERISTICS

This is a part-time classification used for assignments in a variety of specialized activities and/or program areas or services. It is distinguished from other part-time classifications in that incumbents are expected to have some specialized knowledge and experience in the assigned program area and will be responsible for some program preparation, implementation and supervision.

SUPERVISION RECEIVED AND EXERCISED

Senior Recreation Leaders receive direct supervision from the Recreation Coordinator and/or Recreation Specialist. This position may assist in supervising or directing the work of Recreation Leaders, and/or volunteers.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

- Assisting in the planning and delivery of a defined activity and/or program area or service
- Supervising program activities and participants
- Following and giving oral and written directions
- Maintaining facility and equipment in a clean and orderly manner
- Maintaining accurate records and preparing reports
- Responding calmly and efficiently in emergency situations
- Observing and enforcing safety regulations to secure safety of activity, participants and spectators
- Maintaining order, discipline and good public relations
- Purchasing and ordering supplies and materials
- Opening and closing buildings
- Driving City vehicles and transporting program participants and staff
- Assisting with supervising assigned program staff

EMPLOYMENT STANDARDS

Ability to:

- be open minded to learn, understand, and implement action/work plans to meet the goals, objectives, priorities, and policies of the Parks and Community Service Department
- be a role model to promote protection and conservation of the environment
- distribute, monitor, coordinate, and maintain equipment and facilities to ensure effective and efficient programs and services
- demonstrate good judgment and initiative in problem solving and program implementation
- approach situations tactfully and diplomatically using keen observation, insight and patience
- respond constructively to conflict and work collaboratively with individuals and groups
- clearly communicate in order to give and receive work directions verbally and in writing
- apply knowledge of the community to meet the recreational, cultural and service needs of the community
- understand and implement evaluation tools and suggest changes
- work in a team-based environment to achieve common goals and foster a positive and harmonious relationship with co-workers and the public
- work with diverse populations to increase their participation in programs and activities
- demonstrate motivation for work by demonstrating patience, understanding, care and enjoyment in implementing recreational programs and services
- contribute to the advancement of the profession by continually engaging in staff training and activities that support and develop professional competencies required for the position
- support the Parks and Community Services Department's philosophy of providing excellent customer service in all forms of communication
- be responsible, self-motivated, and reliable and independently initiate and complete work activities
- act professionally and positively, with confidence and enthusiasm, modeling integrity and honesty
- actively and purposefully engage participants in activities that promote growth and learning
- effectively express ideas and facts to individuals or groups through presentations

- learn and utilize community resources for the enhancement of programs and services offered
- collect, handle and administer City/program funds
- plan and implement programs and services with the goal of promoting community wellbeing
- identify and communicate needs and desires in order to make recommendations for the development and improvement of programs, services, and resources
- assist and participate in the strategic planning process within the parameters expected of the position

Knowledge of:

- and skill to effectively utilize technology - computer and modern office equipment - to organize and distribute information
- proper English language usage, spelling, vocabulary, grammar, and punctuation in order to read, comprehend, and communicate clearly, concisely, and tactfully both verbally and in writing
- modern theories, principles, practices, methods and human development models of organizing, conducting, and directing play and recreation to create recreational experiences
- the role of recreation in preventing substance abuse issues, gang dynamics, and other social problems
- and understanding of inclusive practices as they apply to the operation of programs, services, and facilities
- local government structure and culture, elected officials, representatives, commissioners, board members, and administrators
- time management tools and techniques to organize, prioritize, and follow up on work assignments to meet deadlines
- local environmental protection and restoration needs and issues to engage participants in programs and activities that promote restoration and conservation
- techniques of advertisement, outreach, and public relations for the promotion of assigned program area
- practices of coordinating, training, and monitoring subordinate staff or volunteers
- Spanish language highly desirable, but not required

TRAINING AND EXPERIENCE

A typical way to acquire the above knowledge and abilities is to have actively participated in sports programs, music, art and/or music classes, or similar activities and/or have some experience in supervising children, communicating with parents, and the general public. Some experience in leadership activities and a minimum of one year experience as a Recreation Leader or related work.

Training and experience in the areas of child development, recreation, art, and physical education are highly desirable

OTHER REQUIREMENTS

Senior Recreation Leaders must:

- pass a Department of Justice fingerprint check.
- obtain a valid Tuberculosis Certificate.
- obtain a CPR and First Aid Certificate under Department's direction.
- be able to work outdoors in variable temperatures and weather conditions.
- have the ability to lift up to 50 lbs. to issue and collect equipment and supplies.
- have the ability to bend, twist, jump, reach above and below shoulder level; use fine hand manipulation and run to conduct games, sports, contests, outreach activities and arts and crafts activities.
- hear adequately and speak clearly in order to communicate in person, over the telephone, and to direct large groups.
- be able to read printed materials and a computer screen.
- be a minimum of 18 years of age at time of application.
- have an education equivalent to completion of the 11th grade or completion of high school requirements.
- be available to work evenings, weekends, and some holidays, as required.
- have flexible hours and be available primarily between the hours of 3:00 p.m. and 11:00 p.m., Monday through Friday, and 10:00 a.m. to 11:00 p.m. on Saturdays.
- attend required Leader training sessions conducted by the Department.
- have a valid California drivers license and maintain a safe driving record

SPECIAL INFORMATION AND/OR REQUIREMENTS

- Senior Recreation Leaders may be assigned year round or seasonally.
- Typical work hours may vary from 10 to 20 hours per week.

APPLICATION AND INTERVIEW PROCESS

Applications must be submitted to the Watsonville Civic Plaza Building, Human Resources, 275 Main Street, Suite 400, 4th floor, Watsonville, CA 95076. An application may be obtained by calling 831.768.3025 or by going to the City's website at www.cityofwatsonville.org. Candidates will receive written notification after applications have been screened for requirement compliance. Interview dates will be announced at a later time.

Prior to appointment to the temporary position of Senior Recreation Leader, fingerprinting and a TB skin test will be required.



The City of Watsonville encourages workplace diversity and is an equal opportunity employer. The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.