



CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

RECREATION LEADER I – III

Part-time 20-25 hours per week

Hourly Rate: \$17 - \$30

Closing Date: Open until filled – apply today!

INSPIRE! CREATE! PLAY! Make a difference in a child's life while making lifelong friends. The City of Piedmont is looking for amazing staff that can bring the highest quality of spirit, commitment and caring to our community. We are currently hiring compassionate, nurturing, creative, fun-loving people who are interested in making a positive difference in the lives of children.

Joining the PRD team is a great way to support your community while getting paid to have fun! If you're energetic, responsible, and ready to help kids play, learn, and grow, **WE WANT YOU** on our team!

Applicants must possess a basic knowledge of recreational activities and have the enthusiasm, patience, desire and leadership skills to supervise and guide participants throughout the program. Applicants will work closely with the Site Lead and Recreation Supervisor in collaborating, constructing, implementing, and overseeing innovative programs for participants of the program.

Ideal candidates are:

- **Professional:** You know how to engage appropriately with children and their parents.
- **Responsible:** Safety comes first and you always follow through.
- **Energetic/Enthusiastic:** You're a team player, always ready to jump in and have FUN!
- **Experienced:** Have worked with children in a recreation/after-school setting.

This Company Describes Its Culture as:

- **Detail-oriented:** Quality and Precision-focused
- **People-oriented:** Supportive and Fairness-Focused
- **Team-oriented:** Cooperative and Collaborative

MINIMUM REQUIREMENTS

- **18+ Years of Age**
- 6+ semester units (or equivalent) in Early Childhood Education OR 120 hours verifiable commensurate experience
- 2 years of work/volunteer experience working in a recreation program or childcare setting
- Ability to supervise groups of youth participating in recreational programs
- Ability to work off-hours, shifts or special events, as required
- Strength to lift and carry materials weighing up to 20 pounds
- Ability to work outdoors in a variety of weather and temperature conditions.

Successful candidates must pass a Department of Justice live fingerprint scan, background reference checks, and a Tuberculosis screening prior to start of employment.

COVID-19 Considerations:

All programs follow Alameda County Health Department safety guidelines and procedures as related to COVID-19. In January, 2022, the City implemented a mandatory COVID-19 vaccination policy. As a condition of employment, employees must be fully vaccinated for COVID-19 unless a reasonable accommodation request for a medical or religious exemption has been approved by the City.

PIEDMONT RECREATION DEPARTMENT CLASSIFICATIONS

Recreation Leader I (\$17–\$18): Equivalent of completion of the 12th grade or GED and one year experience working in a childcare or recreation program. Completion of coursework in education, child development, or a related field is preferred.

Recreation Leader II / Preschool Aide (\$18–\$20) Equivalent to completion of two years college and three years volunteer or paid work experience working in a childcare or recreation program. Completion of coursework in education, child development, or a related field is preferred.

Recreation Leader III (\$20–\$30) Equivalent to the completion of 4 years of college, and 5 years of experience working in a childcare or recreation program. Completion of coursework in education, child development or in a related field is preferred. Very specialized experience in a Recreation program.

EXAMPLES OF DUTIES

- Assist in developing, planning, implementing and scheduling of a variety of educational and recreational activities and special events for a specified site of the Schoolmates Program, such as sports, games, drama, music, health, science, nature, crafts and indoor and outside activities.
- Assist the Site Coordinator in preparing a monthly outline of activities to be submitted for supervisory approval.
- Conducts, participates in and evaluates the effectiveness of Schoolmates programs, activities, and special events and recommends improvements or modifications.
- Instructs children in the safe use of supplies and equipment.
- Provide technical assistance to staff; assists in developing discipline and classroom management techniques.
- Ensures the safety of children and staff at all times; maintains a safe, clean and organized environment.
- Maintain billing records for each participant and collects fees.
- Assist in planning, organizing, directing and scheduling the work of assigned staff; ensures and maintains appropriate staff-to-child ratios in compliance with state regulations.
- Assist the Site Coordinator in the selection of support staff and in staff training and development.
- Assist in preparing a monthly site calendar/newsletter.
- Assist in preparing estimates of supplies and equipment; orders, purchases and/or obtains supplies and equipment to maintain an adequate inventory for program needs.
- Assist in selecting and arranging field trips, special events and guest speakers.
- Sets up and uses a variety of recreational, educational, cleaning, and other equipment related to the program as well as standard office equipment, including computers.
- Performs other duties as assigned.

THE APPLICATION PROCESS

To be considered for this employment opportunity, a city employment application must be submitted online at <https://piedmont.casellehire.com/jobs/212506.html>. The City of Piedmont complies with ADA, is an Equal Opportunity Employer and is seeking a diverse candidate pool. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

The City reserves the right to close this recruitment at any time and not fill this position.

The information contained herein is subject to change and does not constitute either an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

Human Resources
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