



# CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

## **SITE COORDINATOR**

Part-time, approx. 30 hours per week

\$30.00 - \$38/per hour + Benefits

Final filing date: September 22, 2023

The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful Oakland Hills, overlooking the San Francisco Bay. The city, which is virtually built out, consists of established residences on quiet tree-lined streets. Within Piedmont's 1.8 square-mile area there are five city parks and numerous landscaped areas which offer wooded paths, tennis courts, children's playgrounds and picnic facilities.

### **DEFINITION**

Under general supervision, plans, organizes, coordinates, and oversees the afternoon portion at a single specified site within the City's Schoolmates Program (a school-aged, before and after school childcare program); leads programmatic efforts and provides administrative duties in support of the program; supervises support staff; fosters cooperative working relationships with various public and private groups; and performs related work as required. Provides PRD Summer program support by implementing a variety of summer educational and recreational activities.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Recreation Supervisor. Provides direct supervision to Site Lead, Assistant Site Leads, part-time staff and volunteers.

### **CLASS CHARACTERISTICS**

Site Coordinator has responsibility for implementing and administering a specified school site of the Schoolmates Program and supervising on-site staff. Incumbents are responsible for developing, scheduling and conducting a variety of educational and recreational activities and events for participants in the program and other activities or events as assigned. This class is distinguished from Recreation Supervisor and Program Coordinator in that the latter have responsibilities for formulating policy, developing goals and objectives, monitoring and administering program budgets and directing operations for multiple programs.

### **EXAMPLES OF DUTIES** (Illustrative Only)

*Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops, oversees, plans, implements and schedules 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 outdoor activities.
- Plans, organizes, directs, schedules and evaluates the work of assigned staff; ensures and maintains appropriate staff-to-child ratios in compliance with state regulations; participates in the selection of support staff and provides for their training and development.
- Responds to inquiries and complaints from participants, parents, citizens and others, in person, by e mail, and by telephone; resolves problems and/or refers to them to a supervisor.
- Prepares a monthly outline of activities and submits this outline for approval; reviews approved program plans with staff.
- Conducts, participates in and evaluates the effectiveness of a specified site of the Schoolmates programs, activities, and special events and recommends improvements or modifications.
- Instructs children in the safe use of supplies and equipment.
- Provides 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 tidy environment.
- Maintains billing records for each participant and collects fees.
- Prepares and maintains statistical and narrative records and reports related to Schoolmates programs, facilities and events.
- Prepares estimates of needed supplies and equipment; requests supplies and equipment to maintain an adequate inventory for program needs.
- Selects and arranges field trips, special events and guest speakers.
- Coordinates the preparation of a monthly site calendar/newsletter.

- Coordinates a monthly Friday Night program (“Kids Night Out”) at the specified site.
- Coordinates a biannual (Fall and Spring) “Family Night” at the specified site.
- 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.
- PRD Summer program support: Implements a variety of summer educational and recreational activities
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles, methods and materials used in recreational activities with elementary school children.
- Principles and practices of recreation program supervision for elementary school children.
- Basic supervisory principles and practices.
- Applicable regulations and rules related to the program and facility to which assigned.
- Standard office practices and procedures, including record keeping, business mathematics and basic computer applications related to the work.
- Safety practices and procedures, including basic first aid and CPR.
- Record keeping practices.
- Business arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.
- Basic computer skills including working knowledge of Microsoft Office Suite and Google Docs.

### **Ability to:**

- Plan, organize, direct, supervise and evaluate the work of assigned staff.
- Train staff in work and safety procedures.
- Interpret, apply and explain policies, rules and regulations.
- Develop, implement and conduct age-appropriate recreational programs and activities for school-age children.
- Prepare effective written informational and promotional materials.
- Maintain accurate records and files and account for fees received.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Exercise independent judgment and initiative within established policy guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Utilize program specific computer programs to efficiently manage the site.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

One of the following must be completed prior to appointment:

1. Associate’s degree from an accredited college or university with major coursework in child development, early childhood education, recreation or a related field and three (3) years of experience working with youth in a group care setting; or
2. A Bachelor’s degree from an accredited college or university with major coursework in child development, early childhood education, recreation or a related field and at least one (2) year of experience working with youth in a group care setting.

### **Licenses and Certifications:**

- Must possess a valid California class C driver’s license and a satisfactory driving record. The City of Piedmont monitors DMV record information over the course of employment.
- May be required to possess a class B driver’s license.
- Must possess or have the ability to attain First Aid and CPR Certifications.

## **PHYSICAL DEMANDS**

Must possess strength, stamina and mobility to perform moderate physical work; strength to lift and carry recreation equipment weighing up to 35 pounds for extended periods of time; and flexibility to lift, carry, push, pull, or move objects. May involve significant standing, walking, pushing, bending and/or pulling to participate in recreation activities. Visual acuity sufficient to perform computer work and other essential functions of the position. Hearing and speech to communicate in person and over the phone.

### **ENVIRONMENTAL ELEMENTS**

Employees work in a school setting with loud to moderate noise levels, controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Must be fingerprinted for submission to the California Department of Justice in order to work with children.

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.

All public employees are designated as Disaster Service Workers. As such, all City of Piedmont employees may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.

### **WORK WEEK**

Monday – Friday, 6 hours per day. Management reserves the right to change work hours and occasional weekend work may be required.

### **BENEFITS**

- Medical, dental, orthodontia, vision, life insurance and long-term disability
- Retirement benefit depends upon membership date: Classic employee CalPERS 2% @ 60, employee share is 7%. New Members 2% @ 62, employee share is currently 7.75%. **The City also participates in Social Security**
- Vacation: Accrue 11 days per year @ the rate of 5.5 hours per month
- 11 paid holidays @ 6.0 hours per holiday
- Sick leave accrual @ 7.5 hours per month
- 457 Deferred Compensation and Commuter Benefits plans available
- Employee Assistance Plan
- Employees' children are eligible to attend school in the Piedmont Unified School District (based upon availability).

### **THE APPLICATION PROCESS**

**To be considered for this employment opportunity, a city employment application must be submitted by September 22, 2023. Please apply online at <https://piedmont.casellehire.com/jobs/>.** 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.*