



# CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

## **SCHOOLMATES SITE LEADER (PART-TIME)**

\$26-\$33.18/per hour

Monday - Friday, 20 – 29 hours per week

Final filing date: September 29, 2023

### **THE COMMUNITY**

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, high-quality single-family homes 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, sports fields and picnic facilities.

### **THE DEPARTMENT**

The Piedmont Recreation Department is a vital component of the Piedmont community. The Department provides a wide array of programs, services and activities including three year-round licensed school-age childcare programs; six preschool programs; youth and adult sports leagues and activities, including running the Piedmont Middle School sports programs; aquatics; a multitude of special interest classes; senior excursions; diverse summer camp offerings; as well as hosting a variety of annual City-wide special events.

In addition to managing a skate park, tennis courts, use of fields and parks, and childcare facilities, the Department manages and programs two large community halls which are quite popular venues for weddings, special events and community activities. Department staff includes 10 FTEs, consisting of the Director, three Recreation Supervisors, one Childcare Program Assistant Coordinator, Contract Class/Camp Coordinator, Sports Coordinator, Facilities & Events Coordinator, and two Administrative Assistants. In addition, the Department employs approximately 150 part-time/seasonal employees.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Recreation Supervisor. Provides supervision to part-time staff and volunteers.

### **CLASS CHARACTERISTICS**

Schoolmates Site Leader 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 the Recreation Supervisor in that the latter have responsibility 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, and evaluates the work of assigned staff; may participate 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 and by telephone; resolves problems and/or refers 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 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.
- Prepares estimates of supplies and equipment; orders, purchases and/or obtains supplies and equipment to maintain an adequate inventory for program needs.
- 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.

## **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.
- 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.

### **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.
- Maintain accurate records and files.
- 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 judgement and initiative within established policy guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

Equivalent to an 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 setting. A bachelor's degree may be substituted for one (1) year of the required experience.

### **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.
- 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 and 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.

## **WORK WEEK**

This is a part-time at-will position, requiring an average of 20-29 hours per week, typically Monday–Friday, and anytime between 1:00 pm and 6:15 pm. Schedules can vary depending on site and program, and weekend work may be required. Hours of work may not exceed 1,440 hours a year. Management reserves the right to change work hours.

## **BENEFITS**

The employee in this part-time position is required to work more than 1,000 hours per fiscal year, and therefore receives the following benefits:

- 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**
- Medical: Eligible to enroll in the City's health care plan. The City shall contribute the minimum amount required by law toward the monthly premium for hospital and medical care benefits under the CalPERS

Public Employees' Medical & Hospital Care Act (PEMHCA) Health Plan, which is currently \$151/month. Any remaining premium is the responsibility of the employee

- Sick leave accrual earned at the rate of 1 hour for every 30 hours worked, with a maximum accrual of six (6) days or 48 hours
- Section 125 plan available for contributions toward health care and dependent care expenses on a pretax basis
- 457 retirement plan is available for voluntary salary contributions on a pretax basis.

#### THE APPLICATION PROCESS

**To be considered for this employment opportunity, a city employment application must be submitted by Friday, September 29, 2023. Apply online at: <https://piedmont.casellehire.com/jobs/>.** The City of Piedmont complies with EOE, AA and ADA. 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.

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