JOB ANNOUNCEMENT
ALAMEDA RECREATION AND PARK DEPARTMENT
2226 Santa Clara Avenue, Alameda, CA 94501 · (510) 747-7529
http://www.cityofalamedaca.gov/Recreation/Employment-Opportunities

RECREATION LEADER – SUMMER 2013

THE SETTING: Alameda is an island city of 72,500 located next to the city of Oakland. Neighborhood recreation programs are offered at nine locations throughout the city.

THE POSITION: Recreation Leaders plan, organize and conduct a variety of recreation programs for youth ages kindergarten through high school. Positions are available for **Parks and Playground, Teen, Tenderfoot Day Camp and World Of Wonder (WOW) Programs**. Activities include sports and informal games, arts and crafts, cooking, dance, drama, city-wide special events and excursions. The Alameda Recreation and Park Department's goal is to provide programs which offer youth opportunities for the enrichment of the mind and body through the wholesome and creative use of leisure time. All Recreation Leaders are classified as part-time, non-benefited employees. Hours will vary between 20 to 30 hours a week, depending on the position and responsibilities.

1) RECREATION LEADER I: ($8.00 - $9.39 per hour)
   Must be 16 years or older. Volunteer or Recreation Aide experience desirable.

2) RECREATION LEADER II: ($9.95 - $12.10 per hour)
   Must have completed two years of college (junior status), be a high school graduate with at least two full years experience as a Recreation Leader I.

GENERAL RESPONSIBILITIES: All Recreation Leaders are expected to attend assigned staff meetings, including In-Service Training, complete facility maintenance work as assigned, care for all equipment and supplies, complete assigned records and reports, and work assigned hours, recognizing that recreation work has irregular hours and some last minute assignments. All Recreation Leaders must attend **In-Service Training** on June 10-11, 2013. Programs begin on **June 12th** and end on **August 9th.** All Recreation Leaders must work the July 4th Jubilee Celebration on Thursday, July 4, 2013. Additional Work May Be Available – August 12 through August 16.

REQUIREMENTS: Staff must be certified in American Red Cross Standard First Aid and CPR and must provide proof of a recent T.B. Test prior to the beginning of the program or agree to get one as a condition of being hired. Federal law requires that, prior to employment, applicants must furnish proof of identity and eligibility for employment in the United States. Proof may be furnished by various documents, such as Social Security Card (original), birth certificate, driver's license, passport, resident alien card, etc.

FINGERPRINTING REQUIREMENT: California state law requires that all recreation employees and volunteers having direct contact, supervisory or disciplinary authority over minors be fingerprinted as a condition of employment. Candidates under serious consideration for hire will be referred to the Alameda Police Department for fingerprinting. Employment is contingent upon fingerprint results.

APPLICATIONS: Applications may be filed in the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, CA 94501, (510) 747-7529 or download: *www.cityofalamedaca.gov/Recreation/Employment-Opportunities.* Applications will be accepted and interviews scheduled until all positions are filled. Interviews are scheduled to begin at the beginning of March. Applications will be accepted on a first-come, first-served basis.

RETURN APPLICATIONS TO: Alameda Recreation and Park Department
2226 Santa Clara Avenue, Alameda, CA 94501
Attention: Patrick Russi

EQUAL OPPORTUNITY EMPLOYER M/F/D

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance. Hearing Impaired TDD (510) 522-7538.