



**JOB ANNOUNCEMENT
ALAMEDA RECREATION AND PARK DEPARTMENT**

2226 Santa Clara Avenue, Alameda, CA 94501 • (510) 747-7529 • arpd@alamedaca.gov

CLASS B BUS DRIVER/RECREATION LEADER – SUMMER 2017

THE SETTING: Alameda, an island city of 75,000, offers a full-service municipal recreation program

THE POSITION: This is classified as a part-time, non-benefitted position. The Bus Driver-Recreation Leader will transport youth and teen participants from various in-town locations and field trip excursions to other destinations.

DATES: June 12-August 18; Schedules will vary; Average 30 hours a week. Salary range is \$16.75 to \$22.45 per hour.

GENERAL RESPONSIBILITIES: All safety and driving regulations will comply. Bus will need to be operated in a safe manner and adhere to all policies to assure the safe transportation of children. Daily inspections, accurate record keeping and light cleaning maintenance is required.

REQUIREMENTS: Valid California Class B Driver's License with passenger endorsement; Knowledge of traffic and highway safety rules and regulations; Ability to understand and carry out instructions and to perform work requiring good physical condition. Good physical condition is defined as an employee who can successfully perform the essential functions of this job; reasonable accommodations may be made to individuals with disabilities. Staff must be certified and maintain certification 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 both as a condition of being hired.

SELECTION PROCESS: To be considered, candidates must submit a completed City of Alameda Job Application form. Applicants will be screened and evaluated based on the information provided. Candidates considered for appointment must complete and submit a Criminal History form and successfully meet background requirements. Federal law requires that prior to employment; applicants must furnish proof of identity and eligibility for employment in the United States.

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 forms at:

<http://alamedaca.gov/recreation/employment-opportunities>. Applications will be accepted and interviews scheduled until all positions are filled. Applicants will be notified of interview date and time.

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

AN EQUAL OPPORTUNITY EMPLOYER

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, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without 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. The information contained herein is subject to change and does not constitute either an expressed or implied contract.



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www.alamedaca.gov/recreation

EMPLOYMENT INFORMATION

If you are considering employment with Alameda Recreation and Park Department Dynamic, ethical and enthusiastic individuals who share our values are encouraged to apply

MISSION

The mission of the Alameda Recreation and Park Department is to provide programs to the community with trained staff. A wide variety of social, physical and educational opportunities are offered for personal enrichment through wholesome and creative use of leisure time.

THE ARPD IMAGE

Our reputation is the result of the efforts of a staff committed to excellent customer service and continuous adherence to the mission of our organization. In anticipation of your employment, please consider the personal responsibility needed to promote the values of Alameda Recreation and Park Department.

Below are some of the standards expected of Recreation and Park Department Staff:

BEHAVIOR: *Staff are expected to always be respectful of others and maintain a friendly, courteous and professional attitude.*

APPEARANCE: *Depending on the assignment, staff must wear either professional business attire or a Department uniform that includes a staff shirt and name badge. Uniforms are provided.*

Staff must maintain facilities and help keep them neat and clean.

WORK QUALITY: *Staff are expected to perform quality work and to plan effectively and efficiently.*

FLEXIBILITY: *Staff work hours vary due to Department needs (nights, weekends and holidays).*

Staff may be asked to perform work assignments outside the area for which they were originally employed.

CONCLUSION: *A good job match should be as important to you as it is to us.*

13. WORK EXPERIENCE: Begin with your current or most recent job. List all work history in the past ten years. Include military service, volunteer, or internship experience which may be relevant. A resume is not a substitute for completing this section of the application. Attach additional sheets if more space is needed.

_____ to _____ START DATE (MO/YR) END DATE (MO/YR)	_____ JOB TITLE
_____ EMPLOYER NAME	_____ DUTIES
_____ EMPLOYER ADDRESS	_____ _____
_____ SUPERVISOR NAME/TITLE	_____ _____
_____ REASON FOR LEAVING	_____ \$ _____ _____ <input type="checkbox"/> FULL TIME HOURS/WEEK MO. SALARY # SUPERVISED <input type="checkbox"/> PART TIME
_____ to _____ START DATE (MO/YR) END DATE (MO/YR)	_____ JOB TITLE
_____ EMPLOYER NAME	_____ DUTIES
_____ EMPLOYER ADDRESS	_____ _____
_____ SUPERVISOR NAME/TITLE	_____ _____
_____ REASON FOR LEAVING	_____ \$ _____ _____ <input type="checkbox"/> FULL TIME HOURS/WEEK MO. SALARY # SUPERVISED <input type="checkbox"/> PART TIME
_____ to _____ START DATE (MO/YR) END DATE (MO/YR)	_____ JOB TITLE
_____ EMPLOYER NAME	_____ DUTIES
_____ EMPLOYER ADDRESS	_____ _____
_____ SUPERVISOR NAME/TITLE	_____ _____
_____ REASON FOR LEAVING	_____ \$ _____ _____ <input type="checkbox"/> FULL TIME HOURS/WEEK MO. SALARY # SUPERVISED <input type="checkbox"/> PART TIME
14. ADDITIONAL INFORMATION:	
15. MAY WE CONTACT YOUR PRESENT AND/OR PAST EMPLOYERS? <input type="checkbox"/> YES <input type="checkbox"/> NO	

I HEREBY CERTIFY that all statements made in this application are true and complete, and understand that any misstatements or omissions of material facts may subject me to disqualification or dismissal.

Signature: _____ Date: _____

SUBMIT COMPLETED APPLICATION TO:
CITY OF ALAMEDA - HUMAN RESOURCES DEPARTMENT
2263 SANTA CLARA AVENUE, ROOM 290, ALAMEDA, CA 94501
TEL (510) 747-4900 / TDD (510) 522-7538

• THE CITY OF ALAMEDA IS AN EQUAL OPPORTUNITY EMPLOYER •

ETHNIC, RACIAL, SEX AND DISABILITY INFORMATION: The following information is voluntary and is gathered for evaluation and statistical purposes only. This form will be separated from your application and will not be used in employment decisions. Thank you for your assistance.

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NAME (Optional): _____ **POSITION:** _____

ETHNICITY:

- White
- Black or African American
- Asian
- Pacific Islander
- Spanish or Hispanic
- American Indian or Alaskan Native

DISABILITIES:

- None Speech
- Sight Other
- Hearing

VETERAN:

- Disabled Veteran
- Vietnam Era Veteran
- Veteran of Other Campaign/Expedition

GENDER

- Male Female

HOW DID YOU LEARN OF THIS POSITION OPENING?

- Human Resources Dept. Internet (specify) _____
- City Employee Newspaper Advertisement (specify) _____
- City Job Bulletin Specialized Publication (specify) _____
- City Website Other (specify) _____
- Job Fair