



JOB ANNOUNCEMENT ALAMEDA RECREATION AND PARK DEPARTMENT

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

www.alamedaca.gov/recreation

TINY TOT INSTRUCTOR AND TINY TOT AIDE

THE SETTING: Alameda, an island city of 75,000, is located next to the city of Oakland. The Small Fry/Tiny Tot Program is conducted at six recreation centers throughout the city.

THE POSITION: The Alameda Recreation and Park Department's Small Fry/Tiny Tot Program offers sharing, cooking, arts and crafts, free play, excursions, special events, music and perceptual motor skills. Classes are available for children 3 years to 3 years, 11 months and for youth ages 4 to 5 years (pre-kindergarten). Class hours are Monday through Friday, 9:00 a.m. to 12:00 noon. Working hours will vary with the specific assignments and are determined by class minimum enrollment. Prep time, as well as clean up time, are additional hours. Regular staff meetings are scheduled. All Tiny Tot Instructors/Aides are classified as part-time, non-benefited employees.

The program is to benefit each individual child, to further his/her individual success and expand the child's self-esteem in a warm, friendly, challenging and social environment. The activities are structured to encourage social skills, motor skills and creativity. Academics are not emphasized, but included as a natural by-product of the program.

TINY TOT INSTRUCTOR: (\$13.22 - \$16.06 per hour)

The Tiny Tot Instructor is responsible for the development of curriculum, implementing program, staff supervision and materials inventory, as well as program and student evaluation. The Instructor will be responsible for the direct supervision of the Tiny Tot Aides.

TINY TOT AIDE: (\$10.88 - \$13.22 per hour)

The Tiny Tot Aide will assist in the development of curriculum, implementation of programs, participant supervision and materials inventory, as well as program and student evaluation.

GENERAL RESPONSIBILITIES: All Tiny Tot Instructors and Aides 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.

MINIMUM QUALIFICATIONS:

TINY TOT INSTRUCTOR: Twelve post secondary semester units or equivalent quarter units in Early Childhood Education or Child Development completed at an accredited or approved college or university and at least six months of work experience in a group child care program or preschool.

The educational units specified in the above shall include courses which cover the general areas of child growth and development or human growth and development; child, family and community of child and family; or program curriculum.

Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member.

(over)

MINIMUM QUALIFICATIONS (Continued):

TINY TOT AIDE: Must be 18 years of age. Some Early Childhood Education or college experience is desired. Experience working with preschool age children or school age children is also desirable.

REQUIREMENTS: Staff must possess a valid **American Red Cross Standard First Aid Card and CPR** and must provide proof of a recent **negative 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 forms at: www.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: Tiny Tot Coordinator

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, 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 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. The information contained herein does not constitute either an expressed or implied contract.



*Alameda Recreation and Park Department
2226 Santa Clara Avenue, Alameda, CA 94501 - (510) 747-7529*

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 Alameda Recreation and Park Department is to provide quality 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.

CITY OF ALAMEDA

APPLICATION FOR EMPLOYMENT
• AN EQUAL OPPORTUNITY EMPLOYER -

FOR DEPARTMENT USE ONLY Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Late <input type="checkbox"/> Exp. <input type="checkbox"/> Educ. <input type="checkbox"/> _____	INSTRUCTIONS: Your application must clearly show that you meet all the requirements shown on the examination announcement. ANSWER ALL QUESTIONS FILL IN ONLINE OR PRINT AND USE BLACK INK	FOR DEPARTMENT USE ONLY
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Please notify us promptly of any change of address. (Print) 1. NAME _____ FIRST MIDDLE LAST	2. FOR WHICH POSITION ARE YOU APPLYING? (Give exact title)
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3. ADDRESS _____ NUMBER STREET _____ CITY STATE ZIP	4. TELEPHONE NUMBER _____ HOME _____ WORK
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5. For positions requiring driving: DRIVER'S LICENSE NUMBER _____ State Issued _____ Expiration Date _____	6. SOCIAL SECURITY NUMBER (Voluntary) _____
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7. ARE YOU OVER 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO If you are under 18, can you submit a work permit if hired? <input type="checkbox"/> YES <input type="checkbox"/> NO	8. WILL YOU ACCEPT WORK WHICH IS: Temporary, Full-Time? <input type="checkbox"/> YES <input type="checkbox"/> NO Part-Time? <input type="checkbox"/> YES <input type="checkbox"/> NO If your availability for work is restricted, please explain:	9. IMMIGRATION REFORM & CONTROL ACT: All new employees will be required to submit such verification within 72 hours of beginning employment. Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO
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IF YOUR ANSWER TO ANY OF THE FOLLOWING QUESTIONS IS "YES," GIVE DETAILS

10. Have you, since age 18, been convicted of a violation of the law? (Do not include traffic fines under \$400. A fingerprint check may be made. A "Yes" answer will not automatically disqualify you.) <input type="checkbox"/> YES <input type="checkbox"/> NO	REMARKS: (Attach a separate sheet, if needed)
11. Have you ever been discharged or forced to resign from employment? <input type="checkbox"/> YES <input type="checkbox"/> NO	
12. Do you have any professional licenses or certificates? <input type="checkbox"/> YES <input type="checkbox"/> NO	

13. EDUCATION: Check highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

NAME OF HIGH SCHOOL _____ LOCATION _____	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> G. E. D.
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COLLEGE, BUSINESS OR TRADE SCHOOL ATTENDED	ATTENDANCE DATES FROM	ATTENDANCE DATES TO	MAJOR SUBJECTS	UNITS Completed	DEGREE & YEAR

RELATED INFORMATION: Typing _____w.p.m. Shorthand _____w.p.m

BE SURE YOU HAVE SIGNED THIS APPLICATION ON BACK PAGE

14. WORK EXPERIENCE: List all jobs you have held in the last ten years. Include military service or volunteer experience which may be relevant to this position. Put your present or most recent job first. By being complete, you may improve your chances for employment. A resume is not a substitute for completing this section of the application. If you need more space, you may attach additional sheets.

From _____ Yr _____ to _____ Yr _____ NAME AND ADDRESS OF EMPLOYER _____ _____ NAME AND TITLE OF SUPERVISOR _____ REASON FOR LEAVING _____	EXACT TITLE OF POSITION _____ YOUR DUTIES WERE _____ _____ _____ _____ _____ _____ NUMBER SUPERVISED PAY PER MONTH <input type="checkbox"/> FULL TIME _____ LOWEST \$ HIGHEST \$ <input type="checkbox"/> PART TIME
From _____ Yr _____ to _____ Yr _____ NAME AND ADDRESS OF EMPLOYER _____ _____ NAME AND TITLE OF SUPERVISOR _____ REASON FOR LEAVING _____	EXACT TITLE OF POSITION _____ YOUR DUTIES WERE _____ _____ _____ _____ _____ _____ NUMBER SUPERVISED PAY PER MONTH <input type="checkbox"/> FULL TIME _____ LOWEST \$ HIGHEST \$ <input type="checkbox"/> PART TIME
From _____ Yr _____ to _____ Yr _____ NAME AND ADDRESS OF EMPLOYER _____ _____ NAME AND TITLE OF SUPERVISOR _____ REASON FOR LEAVING _____	EXACT TITLE OF POSITION _____ YOUR DUTIES WERE _____ _____ _____ _____ _____ _____ NUMBER SUPERVISED PAY PER MONTH <input type="checkbox"/> FULL TIME _____ LOWEST \$ HIGHEST \$ <input type="checkbox"/> PART TIME
From _____ Yr _____ to _____ Yr _____ NAME AND ADDRESS OF EMPLOYER _____ _____ NAME AND TITLE OF SUPERVISOR _____ REASON FOR LEAVING _____	EXACT TITLE OF POSITION _____ YOUR DUTIES WERE _____ _____ _____ _____ _____ _____ NUMBER SUPERVISED PAY PER MONTH <input type="checkbox"/> FULL TIME _____ LOWEST \$ HIGHEST \$ <input type="checkbox"/> PART TIME

15. ADDITIONAL INFORMATION:

May we contact your present and/or past employers regarding your qualifications and work record? YES 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 (in full) _____ Date _____

SUBMIT COMPLETED APPLICATION TO:
 HUMAN RESOURCES DEPARTMENT, CITY HALL, ROOM 290
 2263 SANTA CLARA AVENUE, ALAMEDA, CA 94501 • Phone (TDD: 522-7538)
The City of Alameda is an Equal Opportunity Employer

ETHNIC, RACIAL, SEX AND DISABILITY INFORMATION-The following information is requested from you on a voluntary basis. This information will be used for research and statistical purposes only. This form will be removed from the application before processing. Thank you for your assistance.

• THE CITY OF ALAMEDA IS AN EQUAL OPPORTUNITY EMPLOYER -

NAME _____

POSITION _____

- PLEASE CHECK ONE: White
 Black or African American
 Asian
 Pacific Islander
 Spanish or Hispanic
 American Indian or Alaskan Native

Are there any reasons you may have difficulty performing the major duties of this job?. If yes, please explain on a separate sheet. Yes No

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

PLEASE CHECK ONE: Male Female

HOW DID YOU LEARN OF THIS POSITION OPENING?

- City Employee Friend
 Newspaper Advertisement (specify) _____
 Website (specify) _____
 Job Fair (specify) _____
 Other (specify) _____

