



# City of Sanger California

THE CITY OF SANGER IS CURRENTLY RECEIVING APPLICATIONS FOR:

## RECREATION LEADER- SUMMER FUN (PART-TIME SEASONAL)

TO APPLY ONLINE: [www.calopps.org](http://www.calopps.org)

CURRENT SALARY: **\$10.50 PER HOUR**

APPLICATIONS MAY BE FILED AT: **Personnel Department  
Sanger City Hall  
1700 7th Street  
Sanger, California 93657**

FILING DEADLINE: **TUESDAY, MARCH 28, 2017  
5:00 P.M.**

EXAMINATION: **Written, Oral Board Interview, Performance Exam  
and/or any combination thereof**  
**DEFINITION**

Under the direction of assigned Site Supervisor, assists in the provision of recreational activities for small or large groups of children. Job duties will take place in a recreational setting to plan and implement recreational activities such as sports, arts and crafts, and special events. Performs a variety of clerical duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Must be at least 16 years of age.
- Experience in at least one of the following areas: games, arts & crafts, music, drama & performing arts, nature & outdoor adventure, team-building, or sports & athletics.
- Must possess a valid First Aid certificate prior to start of the program.

*TUBERCULOSIS TESTING: Candidates selected to work in a position requiring contact with children must submit a certificate or notice documenting that within the last two years they have been examined and found to be free of communicable tuberculosis. The certificate or notice must be signed by a licensed examining physician or public health agency.*

### **EXAMPLE OF DUTIES**

- Assist in the planning, organization and implementation of daily and weekly activities.
- Provide support to a Site Supervisor by setting up work areas, displays and exhibits, operating audio and visual equipment, operate educational training equipment, distribute, and collect papers and supplies.
- Attend in-service training sessions and other meetings as required.
- Supervise and lead daily activities for children.
- Assist in the inspection of all playground areas and equipment for unsafe conditions on a daily basis.
- Assist in supervising students in the facility, on the playground, or while on field trips.

# Equal Opportunity Employer

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## **EXAMPLE OF DUTIES** (Continued)

- Assist in the preparation and distribution of student meals as assigned; perform light housekeeping duties as required.
- Assist in the completion of daily attendance/activity reports.
- Assist students in the building of self-esteem and development of a value system by providing proper examples, emotional support, friendly attitude and general guidance.
- Ensure that all activities are conducted in a safe and healthful manner and that play and work areas are kept clean and tidy.
- Perform related duties as required.

## **DESIRABLE QUALIFICATIONS**

### Knowledge of:

- Basic child guidance principles and practices.
- One or more recreational activities.
- Effective supervision of youth activities or programs.

### Ability to:

- Communicate effectively with children and adults.
- Plan and carryout assigned activities.
- Understand and follow oral and written instructions.
- Plan and lead activities for children.
- Create and maintain enthusiasm among children.
- Be active, lift and/or carry equipment and supplies.

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## **SELECTION PROCEDURE:**

Applications received by the filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process - which may be any combination of written, oral and/or performance exams. Before starting work, applicants must present documentation of their identity and authorization to work in the United States.

## **APPLICATION PROCESS:**

Applications are available at City Hall, 1700 7<sup>th</sup> Street, Sanger, CA 93657 or on the City's web site at [www.ci.sanger.ca.us](http://www.ci.sanger.ca.us). Applications must be complete and received prior to the filing deadline. **POSTMARKS ARE NOT ACCEPTED.**

Resumes will *not* be accepted in lieu of a completed application. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN, MINORITIES & HANDICAPPED INDIVIDUALS ARE  
ENCOURAGED TO APPLY

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the City of Sanger Personnel Department.