



City of Sanger California

THE CITY OF SANGER IS CURRENTLY RECEIVING APPLICATIONS FOR:

SITE SUPERVISOR – SUMMER FUN PROGRAM (PART-TIME SEASONAL)

TO APPLY ONLINE: www.calopps.org

CURRENT SALARY:

\$15.00 - \$16.00 PER HOUR

APPLICATIONS MAY BE FILED AT:

**Personnel Department
Sanger City Hall
1700 7th Street
Sanger, California 93657**

FILING DEADLINE:

FRIDAY, APRIL 16, 2021 BY 5:00PM

EXAMINATION:

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

Successful candidates will be placed on an eligibility list for a minimum of 12 months

DEFINITION

Under the direct supervision of the Recreation Supervisor, the Site Supervisor is responsible for the implementation and organization of activities within the Summer Fun program, supervises Recreation Leaders, Junior Recreation Leaders and program participants and enforces all facility rules and regulations effectively.

EXAMPLE OF DUTIES

- Work with part-time staff to plan, organize and implement daily and weekly recreation activities for children in a wide variety of program areas.
- Report to jobsite 15 minutes prior to program's start time.
- Requisition all needed supplies and equipment on a weekly basis.
- Inspect all designated play areas and equipment for unsafe conditions prior to participant's arrival each day.
- Supervise and lead daily recreation activities such as arts & crafts, games, nature, music, etc.
- Ensure that all activities are conducted in a safe and healthful manner and that the site is left clean and ready for the next day's activities.
- Ensure that all daily and weekly reports are completed and turned in on time.
- Coordinate work schedules and review time cards before submitting to Recreation Division for approval.
- Record weekly attendance and prepare weekly calendar.
- Evaluate daily programs and part-time staff in the performance of their duties and responsibilities.
- Attend all designated meetings and trainings.
- Perform other related duties as required.

EQUAL OPPORTUNITY EMPLOYER

DESIRABLE QUALIFICATIONS

Knowledge of:

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

Ability to:

- Communicate effectively with children and adults.
- 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.

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age.
- Minimum of two years of experience working with children between the ages of 5-12.
- Minimum of one year in a supervisory position in an organized recreation or childcare environment.
- Possess knowledge of the techniques and methods of planning recreation activities for children.
- First Aid and C.P.R. Certified before the start of the program.
- Completion of Mandated Reporting Training immediately after start date.

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.

CONCUSSION TRAINING: Candidates selected to work in a position requiring contact with children are required to annually complete concussion training as required by CA AB2007. Free training and certification is available online at: <https://www.cdc.gov/headsup/youthsports/training/index.html>

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 7th Street, Sanger, CA 93657 or on the City's web site at 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.