



CITY OF NORCO EMPLOYMENT OPPORTUNITY



PARKS, RECREATION & COMMUNITY SERVICES

RECREATION & COMMUNITY SERVICES LEADER WEE PEOPLE PROGRAM

Days/Hours Monday – Friday 8am-2:30pm

(Part-Time - 20 Hours Per Week)

MAXIMUM 999 HOURS IN FISCAL YEAR

STARTING HOURLY WAGE: \$13.50

BENEFITS:

Sick time accrual, one hour for every 30 hours worked with a 48 hour accrual maximum. The City does not participate in Social Security. In lieu of social security, employee contributes 5% and City contributes 2.5% in a 457 plan administered through ICMA-RC.

TYPICAL DUTIES:

Under general supervision, is responsible to organize, conduct and supervise assigned recreational and community service programs and special activities for adults and children; complete assigned tasks and oversee program operation related to the community's needs as well as perform other job related duties as required. May be required to work weekends for youth special events such as Egghunt Event, Parade of Lights, 4th of July Celebration and various City Wide Special Events.

ESSENTIAL JOB FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills and other characteristics. This list of typical duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed.

TASKS:

Plan and implement Playschool curriculum. Supervise children ages 3 years – 5 years. Oversee Recreational Aide in classroom. Responsible for organizing, conducting and supervising recreational, craft and musical activities for adults and children in both outdoor and indoor settings as well as special populations (i.e. basketball, softball, football, soccer, arts & crafts, music, etc.); performs the same for special tournaments, contests, social events and special holiday activities; teaches and instructs participants in all phases of these activities including rules and regulations, skills in performing the activity and ethics in sportsmanship; may coordinate or supervise all activities in an assigned recreational center; may collect and record money received; maintains records and reports as required; may administer first aid; assists in promoting recreational events to the community; may assist in the administration of additional programs and activities; may conduct tours for interested individuals and organizations including providing a history of the City's recreational program; may oversee part time recreation personnel or volunteers. Responsible for writing reports on demographics, attendance, and participation. Provide excellent customer service with the ability to deal with difficult customers.

May require weekend, evening and/or holiday work assignments. Must adhere to work schedule with prompt and regular attendance.

Must complete all required FEMA, Mandated Reporter and Sexual Harassment Training within 30 days of appointment. Must complete all other City specific training within specified period of time.

Performs other job related duties as required.

MINIMUM QUALIFICATIONS:

Minimum 18 years of age.

Valid California Driver License with a good driving record.

Basic first aid and CPR certification is required or the ability to obtain it within 30 days of appointment.

QUALIFICATIONS:

Experience: At least six months of prior experience in the provision of recreation and community service programs. Or any combination of training and experience which provides the required knowledge and ability.

Education: High School diploma or equivalent. College course work from an accredited college or university in recreation or closely related field is desirable.

Certificates: Must possess and maintain certification for First Aid, Infant/Child/Adult CPR and Automatic External Defibrillator (AED) by an accredited institution such as American Red Cross or American Heart Association within 30 days of appointment. Online certifications are not accepted.

Knowledge of: Basic theory and philosophy of recreation and its application to individual and group behavior. Knowledge of rules, techniques, equipment and other requirements of a variety of recreation and other special activities and programs appropriate to all age groups. Policies, rules and regulations governing the conduct and safety of persons using City recreational facilities and equipment. Techniques of effective record keeping. Safe work practices.

Ability to: Plan, organize, and supervise adult and children participants in recreational and community service programs. Conduct and teach recreational activities; ability to perform and demonstrate the same. Learn and enforce community services program rules, procedures and policies. Train and direct the work of assigned personnel. Perform physical labor. Operate office equipment or other machinery used on the job. Create and build effective recreational relationships between self and among participants. Operate and maintain a variety of vehicles and facility maintenance equipment. Prepare and maintain accurate records and reports. Read and write at the level required for successful job performance. Maintain a safe work environment. Use good judgment in performing assigned work activities. Maintain positive public relations and provide exceptional customer service with an ability to deal with difficult customers.

PHYSICAL REQUIREMENTS:

Ability to stand, stoop, reach, and bend and lift up to 50 pounds for the purpose of lifting and holding children and/or equipment. Requires mobility to sit for long periods while typing and using a computer. Requires the ability to move from place to place within the office and to reach for items above and below desk level.

WORK ENVIRONMENT:

Work is performed in recreation facilities indoors and outdoors in a variety of environmental conditions such as parks, outdoor recreation and special event environments. May be exposed to extreme weather conditions, moving traffic, construction sites, hazardous chemicals, toxic fumes, irate citizens, infectious diseases, and blood, air and water borne pathogens.

EMERGENCY SERVICES:

In accordance with Government Code Section 3100, in the event of a disaster, all city employees are considered disaster service workers and may be required to perform assigned emergency service duties in the event of an emergency or disaster. Employees must complete required FEMA courses within thirty days of employment.

SELECTION PROCESS:

Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. Before submitting an application, please read the minimum qualifications for the position.

Final appointments will be subject to a selection interview and the remaining conditional steps in the hiring process. Selected applicants will be notified by Human Resources.

FILING PERIOD:

Applications must be received in the Human Resources Division. Position will remain open until filled. **Applicants must complete and submit an original City of Norco employment application, resumes are not accepted in lieu of a City application. Faxes or emails will not be accepted.** Cover letters and/or resumes are encouraged to be included with the application to help outline the candidates experience/qualifications for the position.

APPLY TO:

City of Norco, 2870 Clark Avenue, Norco, CA 92860. City applications may be downloaded from the City's website, www.ci.norco.ca.us.

The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin, religion, creed, age, disability (mental and physical), sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex orientation, gender identity, gender expression, medical condition, genetic information, marital status, or military and veteran status. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the Human Resources Office prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

IMMIGRATION LAW:

All new employees must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986 within the first three days of employment.

BACKGROUND CHECK:

All employment offers are conditional based on the successful completion of a background investigation, physical and drug and alcohol screening at city expense and conducted by a physician designated by the city. Applications must be thoroughly completed and signed. All information on the application is subject to investigation and verification. Reference checks will be conducted by the City to include at least the following: (1) verification/reference from current and past employers, (2) fingerprinting and Department of Justice criminal background check, and (3) confirmation of necessary licenses, certificates, and/or diploma/degrees.

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