



City of Milpitas

Announces a job opportunity for Recreation Leader III & IV

Part-Time / Seasonal (Summer) Employment

Working Title: Recreation Leader III & IV
Annual Salary Range: \$9.50 - \$13.92/hour
Final Filing Date: **Friday, May 15, 2015**

About the Position

The City of Milpitas seeks an enthusiastic individual for temporary Recreation Leaders for the Summer Day Camp program (Camp Golden Arrow for ages 5-7 and Camp Winnemucca for ages 8-12) for the Recreation Services Department. Must be able to work flexible hours; up to 29 hours/week and limited to 999 hours in a fiscal year (July 1 – 30). This position may be required to work nights, weekends, and holidays for City special events and must be able to work between the hours of 7:00 a.m.- 6:00 p.m., Monday-Friday during the summer months (June 8-August 14, 2015).

Examples of Duties - duties may include, but are not limited to, the following:

Under direct supervision of the Youth Coordinator, Recreation Leaders will lead students in grades 1 - 6 in activities, games and other recreational activities.

The essential functions of this position include knowledge and/or experience working and/or supervising school age children ages 5-12 years old, lead games and activities, coordinate and implement daily activities. Must be able to lead participants, communicate activity objectives and rules clearly and effectively; provide information and direction to a wide variety of age groups, conduct games and activities following established rules, guidelines, and time limits; learn, retain and use safety rules and regulations; provide verbal and summarized written feedback on activities; supervise students. You must also be able to work independently off site and with other co-workers in compliance with City Rules and Regulations. Additional duties may include working Recreation Services activities and events as needed.

The incumbent must be able to represent the City of Milpitas in a professional manner and follow the City's and Recreation Services policies and regulations.

Minimum Qualifications

- Minimum age at time of hire is 16 years old.
- Must have experience in working with school age children (5-12 years old).
- Must have current certification in American Red Cross First Aid and CPR, or within 60 days of hire date.

NOTE

Upon selection, additional requirements include:

- Tuberculosis test.
- Valid Social Security card.
- Fingerprint clearance (Department of Justice background check) if 18 years or older.

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the examination process. Only those candidates most qualified will be invited to an interview. Verification of other required documentation may be required at a later date.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

455 E. Calaveras Blvd., Milpitas CA 95035-5411

PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

