

# City of Milpitas

## Announces a job opportunity for **Recreation Leader V**

Part-Time / Seasonal Employment

**Working Title:** Recreation Leader V  
**Annual Salary Range:** \$11.34 - \$15.31/hour  
**Final Filing Date:** **September 1, 2014**

### **About the Position**

The City of Milpitas seeks an enthusiastic individual for the position of Recreation V for the After the Bell After School Program at Burnett, Curtner, Weller, and Zanker Elementary schools. You must be able to work flexible hours; up to 20-25 hours/week. You may be required to work nights, weekends and holidays. The actual work schedule will be determined through agreement with the supervisor.

*Note: Temporary non-benefited employees are limited to working no more than twenty-five (25) hours per week and no more than 999 hours in a fiscal year (July 1-June 30). \*Seasonal non-benefited employees are limited to working no more than four (4) consecutive months.*

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

Under direct supervision of the Youth Program Coordinator, Recreation Specialist will plan and coordinate activities, games, and other recreational programs for youth grades 1-6.

The essential functions of this position include knowledge and/or experience working with and/or supervising school age children in grades 1-6, planning games and activities and coordinating and implementing daily schedules. Must be able to 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 and supervise staff. 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 18 years old.
- Must have a minimum of 2 years experience in working with school age children (1-6 grades) in an organized setting.
- Must have experience planning and coordinating recreational activities for school age children (1-6 grades) in an organized setting.
- Must have current certification in American Red Cross First Aid and CPR, or within 60 days of hire date.

**Education** - Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities will qualify.

### **NOTE**

Upon selection, additional requirements include:

- Tuberculosis test.
- Valid Social Security card.
- Fingerprint clearance (Department of Justice background check).

## **To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date. You must also complete the supplemental questionnaire.

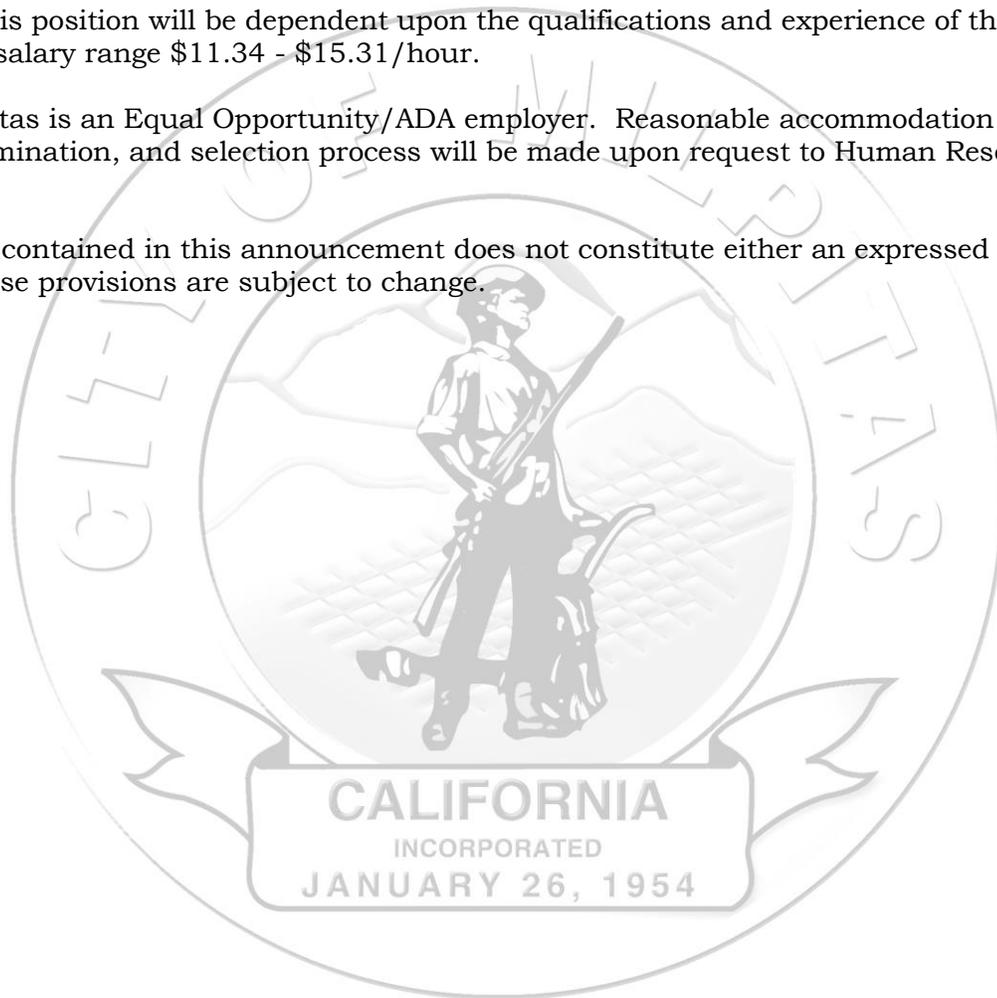
The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the examination process. Only those candidates most qualified will be invited to an interview. Verification of other required documentation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

## **Salary and Benefits**

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range \$11.34 - \$15.31/hour.

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.



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PH: 408-586-3090 • Fax: 408-586-3092

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

