



# - NOW HIRING -

## Recreation Aides

Recreation Aides are needed to assist with our Youth Development Programs. These programs include the Summer Blaze Day Camp, After-School Program, field trips, special events and family programs for Oakley residents. Under the direction of the Recreation Manager, the Recreation Aides are responsible for the coordination and implementation of activities and programs for youth, set-up of facilities and equipment, and supervision of youth participants.

### EXAMPLE OF DUTIES

- Leads participants in arts, sports, games, homework tutorials, life skills and recreational activities
- Performs general set-up, maintenance and custodial duties (*e.g. cleaning, arranging tables/chairs*)
- Answers a wide variety of questions from the public about City events, programs and services
- Enforces rules, regulations and policies—notify supervisor if witness to inappropriate behavior
- Serves as a positive role model
- Assists in the inventory of program supplies and equipment
- Handles cash transactions
- Assists in the planning and coordination of youth activities

### REQUIREMENTS

- Minimum 16 years of age
- Basic knowledge of Parks and Recreation activities
- Ability to work with different age levels
- Ability to work with small and large groups
- Ability to work cooperatively with participants and staff in a positive and constructive manner
- Ability to follow written and oral instructions
- Ability to prepare written reports

The successful candidate will enjoy working with children and teens, and be committed to creating a positive, fun, safe and drug-free environment for participants. The candidate must demonstrate good communication skills and have reliable transportation to and from work sites. Ability to teach a hobby or special skill with others is a plus. Experience (paid or volunteer) in an organized recreation or community service program or school-related leadership preferred. First Aid certificate and/or CPR certificate is desirable but not required.

### COMPENSATION

The wage for this position is **\$10.50—\$12.00** per hour this is a part time, “at-will” seasonal position. Benefits are not provided for this position.

### TO APPLY

All candidates must submit a City of Oakley employment application by **April 27, 2017 at 5 pm**. Applications and the required Supplemental Questionnaire may be obtained at City Hall or accessed via the internet at [www.ci.oakley.ca.us](http://www.ci.oakley.ca.us) and delivered to:

**ATTN: HUMAN RESOURCES, CITY OF OAKLEY, 3231 MAIN STREET, OAKLEY, CA 94561**

Applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. Incomplete submissions will not be considered. Selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact the Human Resources Department and request an accommodation at least 3 business days prior to the interview. The City of Oakley is an Equal Opportunity Employer.

**Open until 5pm on April 27, 2017**