City of Brisbane

Is currently accepting applications for the position of

Recreation Leader

Under direct supervision, the Recreation Leader implements and facilitates well-rounded programs in youth after-school programs, pre-school program, day camps, sports leagues, and special events at designated recreation facilities. This position involves face-to-face leadership and considerable contact with youth ages 5 to 12 years.

QUALIFICATIONS:

Education: Graduation from high school or a GED equivalent. College or university work in recreation or physical education or a related field is desirable.

Experience: Previous experience working with recreation or youth programs, and/or coaching or playing popular games.

Ability to: Possession of or ability to obtain prior to completion of twelve months of employment First Aid and Infant/Child CPR certificates.

Knowledge of: Youth recreational programs and sports programs; playground safety; leadership skills required to effectively lead youth recreation and sports programs; and effective communication skills appropriate for dealing with both youth and adults.

Skill in: Lead and motivate participants in various recreation programs and exercise patience with all participants; make effective judgments regarding the well-being of the participants and the program; communicate effectively with individuals of all ages; establish and maintain relationships with those contacted during the course of work; and maintain discipline and control in an active environment.

SALARY AND HOURS:

$15.00 – $15.75 - $16.54 - $17.36 - $18.23 per hour. This is a part-time position with paid sick leave available. Initial appointments are generally made at the first step of this five step scale. Hours will range from 5 to 15 hours per week during the academic school year and 20-25 hours per week during camp seasons. Hours are generally scheduled during the following times, with additional hours available for special events:

Youth Program

2:00 PM – 6:00 PM Monday through Friday (Academic school year)
8:00 AM – 6:00 PM Monday through Friday (Summer, Winter and Spring Camp)

APPLICATION PROCESS:

Interested candidates must submit a completed online application at www.calopps.org/city-of-brisbane. Resumes in lieu of a completed application will not be accepted. **APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.**

SELECTION PROCESS:

Applications will be screened and a limited number of the most qualified candidates will be invited to an oral interview with the Recreation Manager and/or Recreation Supervisor. A passing score of 70% is required to make the eligibility list. Recommendations for appointment from this list will be made to the Deputy City Manager, who will make the final decision. Depending on the number of applicants, this process may be altered. Prior to appointment, a background check, including fingerprinting for submission to the Department of Justice must be completed, as well as TB screening.

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