

Recruitment for Program Manager (PT)

Hourly Pay: \$12.13 - \$14.74

EXTENDED Filing Deadline: Wednesday, February 29, 2012

The Greater Vallejo Recreation District is currently recruiting for the position of Program Manager to work in its Youth Department. This position is a part-time position with set work hours not to exceed 1,000 hours per fiscal year.

The position requires applicants to demonstrate both **Office Secretarial** experience, and **Recreation** experience at the Senior Recreation Leader level or above. The Youth Department functions at a rapid-speed capacity and high volume, therefore, applicants should possess the ability and experience to “hit the road running” and keep up with the demands of the program and customer needs of the department.

Attached is a description of the position of both Program Manager and Senior Recreation Leader for your review. These descriptions outline what the Youth Department is looking for in an applicant. In addition, the following characteristics are highly desirable in an applicant: completion of 30 semester units or equivalent of relevant college coursework and/or Recreation Administration or other relevant majors.

As specified, the Youth Department functions at a very high speed, not only in its office but also out in the field. In order to keep its services and performance at a higher level, it is the desire of the Youth Department to secure the services of a qualified applicant to assist the full-time Coordinators in executing the goals of the department.

To apply, please return a completed Greater Vallejo Recreation District Employment Application, Supplemental Questions, Resume and Cover Letter to the Greater Vallejo Recreation District, Youth Department, 225 Amador Street, Vallejo, CA 94590. You may contact the Youth Department at (707) 648-4483 with questions relating to this recruitment.

**Program Manager - Youth Department
Supplemental Questionnaire**

1. Please attach documentation of high school diploma, GED or equivalency. Please attach documentation of any completed college units including any courses in progress. Official documentation may be required prior to official job offer.

2. **WORD PROCESSING & COMPUTER SOFTWARE EXPERIENCE:** In the following section, please indicate the amount of experience you have on the blank line in the appropriate column (or place a check mark in the "No Experience" column), AND the software version you are most familiar with.

| Operating Systems/ Word Processing Programs/ Presentation Programs | No Experience (0 mos – 5 mos) | Beginning/Intermediate (6 mos - 1 yr. exper) | Advanced (Over 2 yrs. exper) |
|---|----------------------------------|---|---------------------------------|
| MS Word | _____ | _____ | _____ |
| PowerPoint | _____ | _____ | _____ |
| MS Publisher | _____ | _____ | _____ |
| Adobe PhotoShop/InDesign | _____ | _____ | _____ |
| Other: _____ | _____ | _____ | _____ |
| Other: _____ | _____ | _____ | _____ |
| Data Base Management Programs | | | |
| SportsManSQL (Peak) | _____ | _____ | _____ |
| EXCEL | _____ | _____ | _____ |
| Other: _____ | _____ | _____ | _____ |

IMPORTANT! I certify that the information I have provided is true and correct to the best of my knowledge. I understand that misrepresentation of the information may cause me to forfeit all rights to employment with the Greater Vallejo Recreation District.

Signature: _____

Date: _____

PROGRAM MANAGER (PT)

Range 14PT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision organize and supervise specialized recreational programs offered in after school programs and aquatics. Lead and oversee staff responsible for supervising participants; and perform a variety of tasks in support of assigned function.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Coordinator and Recreation Supervisor.

May exercise functional and technical supervision over lower level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, organize, and instruct participants in specialized recreational programs such as water safety programs, home economics programs, woodworking, auto shop, sports enrichment programs, and coach GVRD sports teams.
2. Write and submit lesson plans for all activities in the program.
3. Lead recreational activities; supervise participants and ensure safety rules and guidelines are followed; report unsafe conditions to supervisory personnel.
4. Respond to parent, school or community concerns and issues using appropriate communication skills; direct to higher level staff as necessary.
5. Encourage participation in the programs.
6. Attend all meetings and in service training; share instructional techniques and procedures to keep participants interested.
7. Leave site organized and equipment and supplies returned to proper storage areas.
8. Keep Recreation Coordinator informed of problems and/or progress of the programs.
9. Maintain current inventory of supplies used in the program; submit request for additional or replacement supplies.

Marginal Functions:

1. Assist in developing staff training materials and conducting staff workshops and education programs.
2. Register participants.
3. Perform related duties and responsibilities as required.
4. Provide assistance in emergency situations.

QUALIFICATIONS

Knowledge of:

1. General recreation principles and practices.

Ability to:

1. Interact effectively with diverse groups of people and respond to sensitive situations.
2. Work independently in the absence of supervision.
3. Communicate clearly and concisely, both orally and in writing.
4. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines: *Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

Graduation from High School or GED

Experience:

Two years of experience in the assigned program area.

License or Certificate:

Possession of a valid California driver's license and acceptable driving record may be required for field trips.

Possession of a valid Community CPR/First Aid Basics certificate.

Additional certification for aquatics programs:

Possession of current Lifeguard Training, CPR/PR, Lifeguard Training Instructor, Water Safety Instructor. Possession of CFAS Instructor certification is highly desirable.

May be required to take TB test depending on assignment.

Minimum age: 21 years old

WORKING CONDITIONS

Environmental Conditions:

Pool, classroom, and outdoor environment.

Physical Demands:

Essential and marginal functions may require maintaining physical condition necessary for swimming, running, walking, occasional light to moderate lifting, crouching or crawling; standing or sitting for extended periods of time.

ADA Compliance:

The District will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

FLSA Status: ***Non-Exempt***

SENIOR RECREATION LEADER (PT)

Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervisor, create and provide a safe and enjoyable experience for participants the Greater Vallejo Recreation District recreation programs, including before and after school programs, ENCORE, COOL school, Children's Wonderland, break camps, and sports programs; lead and oversee staff responsible for supervising participants; and perform a variety of tasks in support of assigned program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Recreation Supervisor, Recreation Coordinator or Recreation Technician.

Exercises functional and technical supervision over Recreation Leaders.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - *Essential and other important responsibilities and duties may include, but are not limited to the following:*

Essential Functions:

1. Lead and oversee the staff and volunteers responsible for overseeing participants in the recreation programs.
2. Implement and lead various recreational activities, including crafts, games, sports, and field trips; prepare a weekly schedule for assigned site.
3. Collect fees, issue receipts, maintain record of enrollment and fees paid;
4. Update registration forms of participants enrolled in before and after school programs and take attendance daily.
5. Lead recreational activities; supervise participants and enforce safety rules and guidelines.
6. Resolve conflicts among participants.
7. Monitor activities within a facility and/or outside; provide information to the public on program activities.
8. Respond to parent, school or community concerns and issues using appropriate communication skills; direct to higher level staff as necessary.
9. Perform first aid as necessary.
10. Update inventory of equipment and supplies at program as well as purchase with program funds.

Marginal Functions:

1. Assist in the general cleaning and upkeep of facilities.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

General recreation principles and practices.

Rules and regulations of age appropriate recreation activities.

Basic art and craft techniques, games, and sports.

Procedures of record keeping

Basic mathematical principles.

English usage, spelling, grammar and punctuation.

Ability to:

Oversee the work of Recreation Leaders and volunteers.

Maintain accurate records.

Work independently in the absence of supervision.

Present self as a positive role model and interact appropriately with young children

Respond to requests and inquiries from the general public.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely both orally and in writing.

Work effectively under the supervision of the Recreation Coordinator.

Attend meetings and trainings related to work.

Experience and Education Guidelines: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Two years of increasingly responsible experience in a child care or youth recreation setting.

Education:

Completion of High School or equivalent and some college.

License or Certificate

Possession of a valid California Driver License.

C.P.R. and First Aid Certification or the ability to obtain within six months of hire date.

For ENCORE programs, must pass the para-educator test within three (3) months of hire date.

Minimum age: 18 years old

FLSA ***Non-exempt***