Job Announcement
The Greater Vallejo Recreation District
Invites Applications

Position: Recreation Technician
Department: Youth

Job Opening Date:
Location:
Deadline for applying: Monday, October 22, 2018
Position Type: PT
Salary Range: $15.50-$18.50

The Greater Vallejo Recreation District is a Special Service District that has been serving area residents for over sixty years. As a Special Service District, GVRD operates as a separate government agency from the City of Vallejo. GVRD manages 407 acres of public park space including 20 neighborhood parks, 10 community parks, 6 special purpose parks, and Olympic-size swimming pool and 4 community centers. GVRD maintains over 1,000 acres of public land.

GVRD is governed by a five-member Board of Directors. With 30 plus full time and approximately 155 part-time and seasonal employees, GVRD operates on a 2018-2019 fiscal year budget of $7.9 million for general fund operations and Measure K funding amounting to $2.2 million. The Measure K funding is being utilized to purchase necessary equipment, improve parks, facilities.

Job Description:

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, assists in organizing and supervising a wide variety of recreation services, including before and after school recreation programs, aquatics program, summer and holiday camps, adult and youth sports, instructional classes, and special events; prepares publicity materials; performs other related activities as assigned.

SUPERVISION RECEIVED AND EXERCISED
Receives supervision from Recreation Coordinator and Recreation Supervisor.

Exercises functional and supervision over part-time staff and volunteers.

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

1. Organize and schedule activities in all areas of recreation including sports, before and after school programs, aquatics, teens, and special events.

2. Participate in recruiting, interviewing, and selecting various part-time staff; supervise and evaluate staff members and volunteers as assigned, coordinate and provide training.

3. Assist in the development of age appropriate recreation programs and activities; implement in assigned program. Enforce safety and operating procedures;

4. Maintain CLASS registration system including, family accounts, program status reports and program maintenance. Receive and record payment in CLASS for program participants, and prepare attendance reports.

5. Perform a variety of data entry and reconciliation functions; input data from various sources; input corrections and updates; verify data for accuracy and completeness.

6. Create flyers, posters, public service announcements, and other material to promote programs to increase community awareness and individual participation.

7. Identify community recreation needs and program to fulfill them. Monitor the progress and effectiveness of programs and recommend necessary changes.

8. Provide quality customer service to participants in all recreation programs including resolving complaints; and returning phone calls in a timely manner.

9. Before and after school assignment includes maintaining subsidized family accounts from Solano Family and Children Services (SFCS), and VCUSD program invoices, billing, filing.

**Marginal Functions**

1. May assist in developing staff training materials and conducting staff workshops and education programs.

2. Perform related duties and responsibilities as required

**QUALIFICATIONS**

**Knowledge of:**

1. Principles and methods of establishing recreation programs in general or in an area of specialization;

2. Computer programs such as Word and Excel. Knowledge of other computer programs is desirable.

**Ability to:**

1. Exercise sound independent judgment within general policy guidelines;

2. Motivate and provide encouragement for participation in recreation programs and team environments;

3. Ability to write reports and keep accurate records;
4. Understand and follow verbal and written directions;
5. Communicate effectively both orally and in writing with a variety of personnel and establish effective working relationships;
6. Effectively manage designated operations and supervise assigned personnel; work safely and enforce safety procedures.

**Age Requirement:** Must be at least 21 years of age.

**Experience and Education Guidelines Ability to:**

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 knowledge and ability would be:*

**Experience:**
Two years experience in planning, developing, and supervising recreational programs.

**Education:**
Two years of college with studies in the field of recreation or a closely related field.

**License or Certificate:**
- Possession of valid California driver’s license and maintenance of an acceptable driving record while employed.
- First Aid and CPR Certification, or ability to obtain certification within 6 months of hire.
- No Child Left Behind certificate required or ability to obtain certification within 6 months of hire.

**Work Schedule:**

Tentative schedule for potential candidate: 1:30-6:30pm, 29 hours per week, 129 per month. Please note that hours vary based on needs of the department.

**Working Conditions:**

**Environmental Conditions:**
Work in both indoor and outdoor recreational facilities and program areas, inclement weather conditions, and around young children.

**Physical Conditional:**
Essential and marginal functions may require maintaining physical condition necessary for swimming, running, walking, light to moderate lifting, bending, kneeling, stooping, crouching or crawling; standing or sitting for extended periods of time, and reaching above shoulder level to assemble equipment or hang banners.

**FLSA:** *Non-exempt*
**Application Process**
To be considered for this career opportunity, please submit a GVRD employment application to the main office, Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA. Please visit [http://www.gvrd.org/](http://www.gvrd.org/) click: About Us/Human Resources for full job description and employment application or employment applications are available at the main office. Office hours are 8:00 a.m. to 5:00 p.m.

**Pool of Candidates:**
GVRD reserves the right to limit the number of candidates to those determined to be best qualified based upon all requested application materials, including training and experience, cover letter, current resume, and responses to supplemental questions.

**Examination**
Oral Examination tentatively scheduled for: Friday, October 26, 2018 (30 mins.)
A writing assessment is required after oral examination (30 mins.)

**Supplemental Information**

**Pre-Screening**
GVRD will consider applicants who meet the minimum qualifications for the position and who have provided all requested application materials will be considered for an interview.

**Pre-employment**
Selected candidate will be required to successfully complete pre-employment background check including fingerprint check and reference check.

**Other requirements:**
- Proof of legal right to work in the U.S.

**Physical Conditions**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements.

- On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling and crawling; working at heights; standing for prolonged periods of time; operating motorized vehicles and equipment.

- Required to wear personal protective equipment (PPE) appropriate for job assignments; must comply with respiratory program and Cal OSHA standards.

**Equal Opportunity Employer (EOE)**
GVRD is an Equal Opportunity Employer and does not unlawful discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation or military status of such person.