Job Announcement

The Greater Vallejo Recreation District Invites applications

Position: Program Manager
Department: Recreation

Job Opening Date: 5/17/2019
Location: Sports Department

Deadline for applying: 5/24/2019
Position Type: Part Time

Salary Range: $16.25 - $17.25

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 200 part-time and seasonal employees, GVRD operates on a 2019-2020 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, 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 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:
High School Diploma or equivalent.
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.

WORKING CONDITIONS
Environmental Conditions:
Pool, classroom, and outdoor environment.
Lifting up to 35lbs
Standing 50%
Sitting 50%

Physical Demands:
Essential and marginal functions may require 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: 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/ click: About Us/Human Resources/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
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.