

City of Gilroy Employment Opportunities



Recreation Department

The City of Gilroy has **fun, exciting, and rewarding** job opportunities within our **Recreation Department**. We are currently hiring and accepting applications for the following positions:

RECREATION LEADER I/II—AFTER SCHOOL PROGRAM ~ \$8.60—\$10.26 hourly (RL I) or \$10.54 –\$12.76 hourly (RL II); (approximately 16-20 hours per week)

(2) AVAILABLE POSITIONS—MIDDLE SCHOOL PROGRAM

MONDAY—THURSDAY, 2:30 P.M.—6:30 P.M., PLUS SPECIAL EVENTS

Working with other Recreation Leaders, this position supports the After School Programs at the Gilroy Middle Schools (Grade 6-8; Solorsano and Brownell Middle Schools). This requires a highly energetic and outgoing person who has the maturity to lead this age group in a variety of recreation activities after school. Games, crafts, events, social activities, and excursions are the main areas of focus and the Recreation Leader I/II supports these efforts. Some tutoring is also involved so strong academics are a plus. This position will work approximately 12-20 hours per week under the indirect supervision of a Recreation Supervisor and in cooperation with a Lead Recreation Leader. The **“Ideal Candidate”** will have experience working with teens, strong customer service skills, good working relationships with fellow employees, and available after school from 2:30 p.m.—6:30 p.m., Monday—Thursday plus special events.

Qualifications: Recreation Leader II—High school diploma or equivalent and one year experience with supervising children, communicating with parents and the general public. Experience working with teens a strong plus. Recreation Leader I—to be considered for this position at the Recreation Leader I level, candidates need to be a high school graduate with any amount of related work experience. Ways to achieve this experience may include: active participation in sports programs, leadership, music, arts and/or music classes, or similar activities outside a school setting and have some experience in supervising children, communicating with parents and the general public. Please be sure to list any and all experience or volunteer work on your application and resume including any experience working with teens and tutoring. **Open Until Filled—Please Apply As Soon As Possible**

LEAD RECREATION LEADER — YOUTH CENTER ~ \$13.60 –\$16.92 hourly (appx. 16-20 hours per week)

(1) AVAILABLE POSITION—SAN YSIDRO PARK YOUTH CENTER

MONDAY—THURSDAY, 2:30 P.M.—6:30 P.M., PLUS SPECIAL EVENTS AND TRIPS

Working with other Recreation Leaders, this position leads the Youth Center Programs at San Ysidro Park. The Youth Center provides a safe place for activities and recreation for youth and teens ages 6—17. This requires a highly energetic and outgoing person who has the maturity to lead this varied age group in a variety of recreation activities after school. Games, crafts, events, sports, social activities, and excursions are the main areas of focus and the Lead Recreation Leader organizes and leads these efforts. Some tutoring is also involved so strong academics are a plus. This position will work approximately 16-20 hours per week under the indirect supervision of a Recreation Supervisor and in cooperation with a Recreation Specialist. The **“Ideal Candidate”** will have experience working with youth and teens, strong customer service skills, leadership skills, good working relationships with fellow employees, and available all of the work hours noted above. In addition, additional hours of work are expected during the summer months when the center is open more hours. This is a year-round position. In addition, the ideal candidate can communicate in both Spanish and English.

Qualifications: High school diploma or equivalent and two years of experience with supervising children, communicating with parents and the general public in a setting similar to Gilroy's Youth Center. Experience working with teens a strong plus. Please be sure to detail out any and all related work experience or volunteer work on your application and resume. **Open Until Filled-Please Apply As Soon As Possible**

LEAD RECREATION LEADER (1 position: \$13.60—\$16.92 hourly; 15-30 hours per week) and RECREATION LEADER II (1 position: \$10.54 –\$12.76 hourly; 12-30 hours per week); both positions are year round positions in support of Adult and Youth Sports Programs, such as: Open Gym (Tuesday & Thursday from 5:45 p.m.—9:00 p.m.); Scorekeeper (work hours vary; Sunday—Friday, mostly evenings); Youth Sports scorekeeper/referee (work hours vary; mainly evenings and weekends)

Under the direction of a Recreation Coordinator, perform open gym attendant and/or scorekeeping duties for Adult and/or Youth Sports programs. Knowledge of basic rules of softball, volleyball, and basketball required. Record game scores, enforce game rules, and announce games. Must have the ability to confidently interact with team managers and players while performing job duties. The **“Ideal Candidate”** will have prior related work experience and/or related volunteer experience, strong knowledge of the rules associated with basketball, volleyball, and softball, strong customer service skills, maturity, assertiveness, strong verbal communication skills to announce games, and good working relationships with fellow employees. Candidates must be available for the varied evening and weekend work hours

Qualifications: Lead Recreation Leader—High school diploma or equivalent and two years of experience with supervising children and/or related recreation program, communicating with parents/adults, and working with the general public. Prior experience with scorekeeping and sports programs needed. Recreation Leader II—High school diploma or equivalent and two years of experience with supervising children and/or related recreation program, communicating with parents/adults, and working with the general public. Prior experience with scorekeeping and sports programs needed.. Please be sure to list any and all experience or volunteer work on your application and resume. **Open Until Filled—Please Apply As Soon As Possible**

EARLY CHILDHOOD RECREATION ASSISTANT INSTRUCTOR ~ \$11.10 –\$13.32 hourly (16-20 hours per week)

(1) AVAILABLE POSITION—Las Animas Park Early Childhood Recreation (ECR) Program MONDAY—THURSDAY, 11:30 A.M.—3:30 P.M., plus additional hours as scheduled; the ECR program runs from September to June, however, there may be other program work hours available in the summer months

Candidates hired will work under direct supervision of the Early Childhood Recreation Instructor and indirect supervision of a Recreation Supervisor. The Assistant Instructor will assist in teaching a developmental program for preschool children 30 months to 6 years of age. The ideal candidate will have leadership and support skills as well as experience working with preschool age children. Other duties include: observe program area to ensure cleanliness and safe, proper use of facilities and equipment; supervise children in the classroom and playground; assist with instructing curriculum for classroom activities (music and movement, arts and crafts, early math, science, language and reading, gross and fine motor skills, size/color/shape determination, etc.); instruct classroom activities in the absence of the instructor; assists in ordering supplies and materials needed for the classroom; and perform other related work as required. The "Ideal Candidate" will have experience assisting with the supervision of children and assisting an instructor with classroom responsibilities. In addition, the ideal candidate will have excellent customer service skills, good working relationships with fellow employees, ability to solve problems and conflicts, communicate with parents, and available to work both morning and afternoon program hours. **Qualifications:** High school diploma. One (1) year of experience in supervising children, communicating with parents and the general public, preferably in a preschool setting. Six (6) Early Childhood Education (ECE) units is preferred. **Open Until Filled—Please Apply As Soon As Possible**

SPECIAL NOTES

All recreation employees will attend a once-a-year, week-long training session which usually occurs during the third week of June.

All year-round recreational employees will have the opportunity to increase their existing work hours during the time of the City's Summer Recreation Programs (either in their current assignment or by also applying for a different recreation program area through the summer recruitment process). Please note that even if an employee is hired in a different program area for the summer, the employee will still be committed to work their regular hours in the year-round position.

Work permits are required for applicants that are currently attending high school. While school is in session, student employees cannot work more than 20 hours per week.

Other requirements: All applicants considered for employment must pass a reference check, Department of Justice criminal records check, drug screen and TB test prior to beginning employment.

TO APPLY

To apply for a recreation position please go to <http://www.calopps.org> (member City: Gilroy). Candidates must apply via the on-line process available through CalOpps. If for some reason you are not able to upload the required application package items (i.e. resume, cover letter, etc.) via CalOpps, then please mail application materials to:

City of Gilroy, Human Resources Department, 7351 Rosanna Street, Gilroy, CA 95020

For each position, please submit the completed online CalOpps application, supplemental questions (included as part of application process), detailed resume, and cover letter expressing your interest in the position.

These positions are open until filled so please apply ASAP. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

ADDITIONAL INFORMATION

Part-time employees are non-benefited, at-will positions. Part-time employees are enrolled in the PARS retirement system with the City making an employer contribution and the employee contribution (6.2%) being deducted from your payroll check. The PARS retirement system is in lieu of participating in social security. You will, however, participate in the Medicare portion of social security as that is a required program.