



CITY OF SACRAMENTO
 Department of Human Resources
 915 I Street, Historic City Hall
 Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Senior Recreation Aide**

An Equal Opportunity Employer

SALARY

\$14.00 - \$17.33 Hourly

ISSUE DATE: 10/01/21

FINAL FILING DATE: 03/31/22

THE POSITION

The City of Sacramento requires all newly appointed employees to be fully vaccinated against COVID-19 as a condition of employment.

PERS retired annuitants or individuals currently receiving CalPERS Retirement Benefits are not eligible to apply.

**THIS POSTING IS USED TO FILL VACANCIES IN MULTIPLE PROGRAMS.
 REFER TO SUPPLEMENTAL QUESTIONS FOR MORE INFORMATION.**

Note: starting salary will increase to \$15.00/hour beginning January 1, 2022

On a seasonal and/or part-time basis, supervise and participate in the leadership and/or monitoring of a variety of recreation activities, special events, civic engagement programs, human service programs, and/or neighborhood activities.

DISTINGUISHING CHARACTERISTICS

Employees in this classification are non-career. Incumbents can work up to 1040 hours per year. This classification differs from a Recreation Aide in that the Senior Recreation Aide also has the responsibility for supervising Recreation Aides.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a higher-level position. Responsibilities include the direct supervision of Recreation Aides and/or other lower level City positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Depending on assignment, incumbents may not perform all the listed duties and/or may be required to perform related duties as needed.

- Supervise and train Recreation Aides or other lower level City staff.
- Provide leadership in various City leagues, contests, tournaments, events, and other activities.
- Lead and/or monitor various activities in arts and crafts, sports, games, simple dramatics, workshops, meetings, and/or community events.
- Promote neighborhood, community recreation events, and programs.

- Request, issue, and monitor the return of playground and athletic equipment; check equipment for proper care and use.
- Inspect playground equipment and apparatus; recommend replacement or repair as needed.
- Compile simple written records related to assigned programs or facility.
- Open and close recreational facilities; monitor facility use; prepare and set up facilities for recreational or community use.
- Monitor various program operations, assist with program planning, accurately log data.
- Perform typing, filing, and other clerical tasks; provide assistance to staff.
- Operate a cash register and electronic registration and cash drawer system; quickly and accurately process payments; issue receipts.
- Understand and follow written and oral instructions

QUALIFICATIONS

Knowledge of:

- Supervisory techniques and practices.
- Basic first aid and safety practices.
- Basic arithmetic.

Skill in:

- Use of computers, computer applications, and other common office machines.

Ability to:

- Supervise, train, and assign staff.
- Read, write, and speak the English language at a level necessary for efficient job performance.
- Lead a variety of recreation and group activities.
- Handle and count money.
- Establish and maintain cooperative relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education:

None required.

Experience:

Six months of full-time experience comparable to a Recreation Aide with the City of Sacramento.

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid California Class C or B Driver License is mandatory for some assignments. Loss of the Class C is cause for discipline. Individuals who do not meet this requirement due to physical disability will be considered for accommodation on a case-by-case basis.

Age:

Must be at least 16 years old at time of appointment.

Note: Employees assigned to Aquatics must be 18 years old by time of appointment.

Assessments:

If considered for appointment, candidates must:

- Pass a criminal background check.
- Pass a tuberculosis screening test.

Training:

Employees must complete "Mandated Reporter" training within two weeks of appointment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

Ability to walk frequently; work may include frequent running, starts, and stops; perform simple and power grasping; verbal and hearing skills to effectively communicate with participants and staff; visual acuity to read and record documents and make observations. Intermittently, lift, carry or move sports equipment of 20 pounds or less.

Environmental Conditions:

Work may be performed outdoors with exposure to heat, often over 100 degrees, sun, noise, dust, and pollens. Depending on assignment, may be exposed to pool chemicals.

Work Conditions:

Some assignments may require working evenings and weekends.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the governmentjobs.com applicant inbox.

1. Application: (Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application by the final filing deadline;

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
 - If applicants do not list current and past job-related experience in the duties area of the "Work Experience" section. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**
 - If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- Supplemental documents such as resume, cover letter, and proof of education are highly preferred and recommended at the time of application submission. Documents should be submitted to the City of Sacramento Employment Office as attachment(s) via online with the employment application, emailed to employment@cityofsacramento.org, or by FAX to (916) 596-1556. If submitting via FAX/email, please include your name and **Job #009118-21-YPCE- YR-1** on your documents.

2. Supplemental Questionnaire: (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire to the City of Sacramento Employment Office by the final filing deadline;

- Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.
- Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.
- A resume will not substitute for the information required in the supplemental questionnaire.

3. Screening Committee: (Pass/Fail) - Human Resources will forward employment applications of individuals who submitted all the required documents (i.e. City of Sacramento Application and Supplemental Questionnaire) to the hiring department.

4. Hiring Interview: Those candidates determined to be the MOST QUALIFIED will be invited to participate in an interview process coordinated by the hiring department. There will be no eligible list established, as positions will be seasonal and/or part-time. A hiring interview is not guaranteed.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass LiveScan/fingerprinting; and provide proof of receiving a complete COVID-19 vaccination. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Application Support at 855-524-5627.
- Visit the City of Sacramento Human Resources Department website at <http://www.cityofsacramento.org/HR/Career-Opportunities>;
- Send an email to employment@cityofsacramento.org; or
- Call the Human Resources Department at (916) 808-5726

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall
Sacramento, CA 95814-2604

EXAM #009118-21-YPCE- YR-1
SENIOR RECREATION AIDE
SR

Senior Recreation Aide Supplemental Questionnaire

- * 1. **APPLICATION:** I understand that the experience I list in the duties area of the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).** Please refer to the City of Sacramento's Applicant Screening Instructions:
(<http://www.cityofsacramento.org/-/media/Corporate/Files/HR/Divisions/ECD/Application-Screening-Instructions.pdf?la=en>)
- Yes
- * 2. Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)
- Yes No
- * 3. Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)

- * 4. **SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing this Supplemental Questionnaire or in place of completing the "Education" and "Work Experience" sections of the employment application. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. **I understand and agree to the above instructions.**
- Yes
- * 5. I understand that Senior Recreation Aide positions are part-time. I am willing to accept an assignment under these conditions and am available to work as needed.
- Yes
- * 6. I prefer to work in the following geographical area(s): **MARK ALL THAT APPLY. Note that answering this question does not guarantee that you will be placed in this preferred area.**
- North
 South
 East
 Central/Downtown
- * 7. Senior Recreation Aides are utilized in various programs and/or divisions. There are various shifts throughout the day. **REVIEW THE FOLLOWING OPTIONS AND MARK THE BOX(ES) THAT SHOW YOUR AVAILABILITY.**
- Available any shift
 Mornings, M-F
 Afternoons, M-F
 Evenings, M-F
 Mornings, Sat. & Sun.
 Afternoons, Sat. & Sun.
 Evenings, Sat. & Sun.
- * 8. This job posting will be utilized to fill Senior Recreation Aide positions within a variety of programs or divisions at the Youth, Parks, and Community Enrichment Department. **(Check all of the following area(s) you are interested in.)**
- Aquatics - Senior Recreation Aides in the Aquatics Section perform a variety of duties related to the operation and programs offered at the City's pool. This customer service driven position includes responding to customers in person, over the phone, and via email. Answering questions about swim lessons, aquatic program registration, and pool rentals, as well as making and transferring reservations and rentals is a primary function of this position. Additionally, managing administrative paperwork, supporting pool cashiers, and data entry for the aquatics section are major components of the job.
- ASES - Senior Recreation Aides in ASES plan and implement activities that include academic enrichment, sports, visual and performing arts, science and technology, service learning, health and nutrition, multi-cultural activities, and homework assistance.
- Community Recreation/Adult Sports - Senior Recreation Aides in Community Recreation work in the Adult Sports programs at the Sacramento Softball Complex. Adult Softball is the primary program offered, and includes men, women, and coed leagues, as well as customizable leagues that serve seniors and other groups. Staff duties include score keeping, light field preparation, and program set up and break down. The program typically runs February through November.
- Community Centers - Senior Recreation Aides in Community Centers provide recreation programs and activities for youth, teens, adults, and seniors, including, but not limited to, after school programs, fitness, health, sports programs, programs for teens, and other events. Youth and teen recreation activities may include computers, crafts, cooking, leadership, homework help, performing arts, field trips, and special events.

Youth Enrichment - Senior Recreation Aides in Youth Enrichment support various youth programming, including, but not limited to, youth sports, youth fitness, & youth wellness, summer oasis, and the 28th & B Skate and Urban Art Park. Duties include supervising and participating in the leadership and/or monitoring of a variety of recreation activities, special events, civic engagement programs, human service programs, and/or neighborhood activities.

* 9. Please indicate the areas you have experience (check all that apply):

- Supervising Staff
- Youth Programming
- Sports Programming
- Customer Service
- Data Entry
- Cash Handling

* Required Question