



City of Chino Hills

Recreation Specialist - Teen Programming

SALARY	\$18.32 - \$22.27 Hourly	LOCATION	CA 91709, USA
JOB TYPE	Part-Time Hourly	JOB NUMBER	202400025
DEPARTMENT	Community Services	DIVISION	Recreation
OPENING DATE	04/23/2024	CLOSING DATE	5/12/2024 11:59 PM Pacific
FLSA	Non-Exempt		

What's the role?



City of Chino Hills
IS HIRING!

Recreation Specialist
Assignment - Teen Programming

\$18.32 - \$22.27/hour
Part-Time/Year-Round/No Benefits



Join Our Team!

Are you looking for a part-time opportunity that's both enjoyable and rewarding? The City of Chino Hills is currently seeking a **Recreation Specialist** to join our team in Teen Programming.

Working under the guidance of a Community Services Coordinator, as a Recreation Specialist you'll be instrumental in crafting and creating amazing experiences and vibrant programs for teens. Collaborating closely with a team, you'll actively participate in running the operations of the Teen Activity Center (TAC) at the Chino Hills Community Center and help to guide the direction of the Teen Advisory Board (TAB) ensuring it remains relevant and engaging for our local teens.

We're looking for individuals who are responsible, safety-conscious, and have a knack for excellent customer service. Your friendly demeanor and passion for community engagement and teen programming will be essential as you contribute to the positive atmosphere in our Community Services department.

Your work schedule will be assigned based on your tasks, a typical schedule is Monday - Friday and may including occasional weekend and holiday shifts. This year-round position offers up to 29 hours per week and is a fantastic opportunity for personal and professional growth.

Ready to take on this exciting new opportunity?

Apply today and join us in creating memorable experiences for local teens!

From this recruitment, an eligibility list may be created to fill future Recreation Specialist assignments.

This position might be perfect for you:

Some of the essential Recreation Specialist duties you may be responsible for:

- Demonstrate strong organizational and leadership skills.
- Interacting with co-workers at all levels of the City and the public in a collaborative and customer service-oriented manner.
- Assist with clerical administrative duties as needed, operating a computer and related software.
- Attend all required City and staff development trainings and meetings.

Teen Programming Responsibilities:

- Assist with planning, developing, and organizing classes, activities, and events for the teenage community, ensuring they are well-structured, age-appropriate, and engaging.
- Prepare necessary materials, equipment, and resources to support the successful execution of each activity or event.
- Understand the needs of program participants and assist with new program developments.
- Assist in the leading of the Teen Advisory Board meetings and special interest projects.
- Multi-task, prioritize, and efficiently assist in supervising the Teen Activity Center.
- Ensure the safety and well-being of all participants during recreational programs. Establish and enforce rules and guidelines to maintain a secure environment. Monitor activities closely.
- Provide excellent customer service and communication skills with participants and community members; establish and maintain effective working relationships with various schools and organizations catering to the teen population.

Positions may perform other related duties as assigned. For a complete list of duties, reference our job descriptions page at www.chinohills.org/jobdescriptions.

Class specifications are intended to describe the range of duties performed by the classification. Specifications are not intended to reflect all duties performed.

Are you qualified?

A typical way to obtain the knowledge and abilities would be:

EXPERIENCE:

This position requires a minimum of two years of experience in recreation, community services, customer service, or related fields.

Highly Desired Candidate:

A) Leadership experience in a recreational setting.

-OR-

B) Leadership experience working with teens or teen programming.

EDUCATION:

High School diploma or equivalent

LICENSE:

Possession of a California Class 'C' driver's license.

REQUIRED CERTIFICATION:

First Aid/CPR and AED Certification for Infants/Adults completed through or acknowledged by the American Red Cross or American Heart Association.

If selected for hire, this certification must be obtained prior to the first day of work.

WORKING CONDITIONS:

To view working conditions, please [CLICK HERE](#).

Where do you go from here?



APPLICATION PROCESS

- **DEADLINE to apply is Sunday, May 12, 2024.**
- All applicants are required to apply online at www.chinohills.org or by clicking on the "Apply" link at the top of this announcement.
- The application must be complete and demonstrate that the minimum qualifications are met to proceed in the selection process.
 - **Please list any relevant experience and education that demonstrates you may qualify for the position.**
 - **List all periods of employment from the past 10 years, beginning with your most recent employer (including, if applicable, all employment with the City of Chino Hills).**
 - **Separately list each position and level of responsibilities, including different positions within the same employer.**
- Applications are screened to determine the candidate's best suited to the City's needs. It is the applicant's responsibility to ensure that the information provided on the application is accurate and complete. All statements made on the application are subject to investigation and verification.
- The most qualified applicants will be invited to the next phase of the process. Meeting the minimum qualifications does not guarantee that your application will be selected to continue in the process.
- Incomplete applications will be rejected from the recruitment process.
- The recruitment process may include but is not limited to application review and evaluation, testing assessments, and oral interview(s) examination.

IMPORTANT INFORMATION

Potential employees must undergo a city-paid drug and tuberculosis (TB) screening, as well as a background check. The background check will involve LiveScan fingerprinting through the Department of Justice. Prior to the start date, candidates must also obtain First Aid, CPR, and AED certification for both infants and adults. This certification must be completed through or recognized by the American Red Cross or the American Heart Association.

Agency

City of Chino Hills

Address

14000 City Center Drive

Chino Hills, California, 91709

Phone

909-364-2630

Website

<http://www.chinohills.org>

Recreation Specialist - Teen Programming Supplemental Questionnaire

*QUESTION 1

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified, and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire, you attest that the information you provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.

- Yes, I understand and agree
- No, I do not agree

*QUESTION 2

Do you possess and can you maintain the required valid California driver's license with a satisfactory driving record?

- I possess and can maintain the required valid California driver's license with a satisfactory driving record.
- No, but I can obtain and have the ability to maintain the required valid California driver's license with a satisfactory driving record by the time of appointment.
- No, I am unwilling to obtain a California driver's license.

*QUESTION 3

CERTIFICATION CONFIRMATION: I confirm that I hold a certificate in First Aid, CPR and AED for infants and adults, recognized by either the American Red Cross or the American Heart Association.

- Yes, I am certified.
- No, but I am willing to obtain a certification upon hire if I am selected for this position.
- No, I am NOT willing to obtain a certification for this position.

*QUESTION 4

EDUCATION: Which of the following best describes your highest level of education?

- Currently in High School
- High School Diploma or GED

- Some College
- Associate degree
- Bachelor's degree in a non-related field
- Bachelor's degree in a related field
- Master's degree or higher in a non-related field
- Master's degree or higher in a related field

***QUESTION 5**

EXPERIANCE: Do you meet the minimum requirements with at least two (2) years of experience working/volunteering in a recreation setting? *Please ensure this work history is clearly detailed on your application.

- Yes
- No

***QUESTION 6**

EXPERIANCE: Please provide an example of a successful program or activity you designed or worked on specifically for teenagers. How did you or your team ensure it met the needs and interests of the teen participants? If no experience type N/A.

***QUESTION 7**

Do you understand that this position is part-time, at-will, without benefits?

- Yes
- No

* Required Question