



City of Alameda Recreation Assistant

SALARY	\$27.58 - \$38.82 Hourly	LOCATION	Alameda, CA
JOB TYPE	Full Time	JOB NUMBER	2024-5114-02
DEPARTMENT	Recreation & Parks Department	OPENING DATE	04/24/2024
CLOSING DATE	5/16/2024 5:00 PM Pacific	FLSA	Non-Exempt
BARGAINING UNIT	ACEA	FLSA STATUS	Non-Exempt

Nature of Position

The City of Alameda is seeking a community focused, organized, and proactive individual to fill one (1) current full-time **Recreation Assistant** in the Recreation and Parks Department focusing on **senior center operations, special interest classes, and specialty recreation programs.**

The list established will be used to fill the current vacancy and may be used to fill future vacancies.

Under general supervision, the **Recreation Assistant** assists in creation, implementation, and promotion of a variety of community recreation services and programs; performs other related work as required. This position is focused on programs and services for individuals who are 50 years old and better. The **ideal** candidate will have prior experience in recreation services, contract classes, marketing, and specialized training and/or education in recreation.

Benefits of Employment

For a comprehensive listing of benefits, see the [Benefit Matrix here](#) ([Download PDF reader](#)).

- **Salary:** 2.5% base salary increase effective July 2024.
- **CalPERS Retirement:** Classic Members: 2% at 55 formula, 8.868% contribution; New Members 2% @ 62 formula, 8.75% contribution.
- **Medical:** The City contracts with CalPERS to provide comprehensive health coverage to employees. Multiple HMO and PPO plans available, with a generous City contribution
- **Dental:** Comprehensive dental coverage provided to employees and their eligible dependents.
- **Vacation:** Starting with 80 hours annually and increasing with years of service.
- **Holidays:** 11 City Holidays and 5.5 floating Holidays.
- **Sick Leave:** 96 hours per year; unused sick leave is converted to service credit at retirement.

Distinguishing Features

This is a journey level class distinguished from higher classes by the level of supervision received and supervision exercised. This classification assists the department in organizing and scheduling program tasks, staff, instructors, and/or

volunteers. Positions in this class are assigned projects by the department head or their designee and have some flexibility in determining the timing, processes, and steps of each project and may function independently at times.

Examples of Duties

1. Performs a variety of administrative and program functions in support of a comprehensive recreation department and assists in the development and implementation of programs.
2. Assists in planning, developing, organizing, scheduling and conducting a variety of programs and activities for the community such as aquatics, athletics and sports, recreation classes, youth and teen activities and services, community events, senior services, registration, and facility rentals.
3. Assist with developing and distributing marketing materials, brochures, announcements and fliers for recreation programs.
4. Coordinates a department-wide social media plan using a variety of platforms to expand the Department's marketing efforts
5. Assist in fund development for recreation programs
6. Conducts data entry and reporting using recreation registration programs and database applications
7. Establish and maintain program files; processes invoices, vouchers and other forms as necessary within assigned area of responsibility.
8. Attends meetings, hearings, workshops and training as required; act as department liaison to the community as needed with other departments, schools, nonprofit organizations, service organizations, and community representatives.
9. Assists with staff recruitment and training.
10. Helps coordinate contracts for classes and activities.
11. May direct the work of part-time staff as required.
12. Schedule may include evenings and weekends.
13. Perform other duties as assigned.

Employment Standards

Possession of the employment standards does not guarantee advancement to the examination or placement on the eligible list. This is a competitive examination where a candidate's performance in the examination will be evaluated in comparison with the core competencies required of the job.

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typically to obtain the knowledge and abilities would be:

Education: Graduation from high school or equivalent. Completion of at least two years with an accredited college with major coursework in education, recreation or a related field highly desirable.

Experience: Two years of relevant recreation experience.

Knowledge

Knowledge of the organization, objectives, services, principles, and practices of recreation and community programs; social media platforms especially as it pertains to marketing an organization's brand and advertising its programs and services; program content for specialized recreation and community services and activities.

Ability

Ability to effectively plan, organize, and coordinate the activities of assigned recreation and community programs; promote interest in recreation services; assist with development and implementation of recreation programs and services which meet community needs; possess strong customer service skills creating a positive environment; interpret and apply

applicable federal, state and local laws and regulation; interpret, apply and explain established policies and procedures; establish and maintain accurate records; interpret and analyze information; clearly define problems and develop solutions; draw valid conclusions and project consequences of decisions and recommendations; prepare reports; meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively, establish and maintain effective working relationships with employees, volunteers, school officials, community groups, and the general public

Other Requirements

First Aid, Red Cross, Water Safety or other specialized certifications may be required, depending on assignment.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

SELECTION PROCESS:

The examination process may include an application and supplemental questionnaire evaluation, a written exam, a performance exam, and/or an oral interview. The examination process may test for, but is not limited to, the essential knowledge and abilities listed in the job specification and announcement and will be designed to provide a comprehensive review of each candidate's technical knowledge and overall suitability for the position. Qualified applicants will be notified of the exact date, time, and location of examinations.

Candidates passing all components of the examination process will be placed on an Eligible List. A list of names is certified to the department(s) having vacancies based on the type of examination conducted pursuant to the provision of the City's Civil Service Rules. Final selection will be made from the Eligible List by the Hiring Manager. The Hiring Manager may utilize additional selection procedures to make a final hiring decision. Placement on an Eligible List does not guarantee employment. Prior to appointment, a thorough reference check will be conducted which will include a credit and background check. The selection process may be evaluated and revised based on the number of qualified applicants. Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, as required the U.S. Citizenship and Immigration Services.

E-VERIFY: The City of Alameda utilizes the Federal government's E-Verify program and new employees must provide documentation to establish both identity and work authorization, which includes showing a valid United States Social Security card at the time of hire (photocopies not accepted).

VETERAN'S PREFERENCE CREDIT: A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their DD-214 verifying the type of discharge and date(s) of active service. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

AN EQUAL OPPORTUNITY EMPLOYER: The City of Alameda is proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law. In compliance with local, state and federal laws and regulations, the City of Alameda will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than the final filing date for receipt of applications, otherwise it may not be possible to arrange

accommodations for the selection process. Such requests should be addressed to the Human Resources Department | 1-510-747-4900 | hr@alamedaca.gov | 2263 Santa Clara Avenue, Rm. 290, Alameda, 94501. Requests can be made via email, phone, or in writing via U.S. mail.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Agency

City of Alameda

Address

2263 Santa Clara Avenue, Rm. 290

Alameda, California, 94501

Phone

(510) 747-4900

Website<https://www.alamedaca.gov/Departments/Administration/Human-Resources>

Recreation Assistant Supplemental Questionnaire

***QUESTION 1**

Be sure to answer the supplemental questions thoroughly and accurately. Answers to the supplemental questions must be supported by the experience section of the application. Additionally, "See Resume" or "N/A" as a response will not be considered sufficient information to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. I have read and understand the statement above concerning submission of supplemental questionnaire responses.

 Yes No***QUESTION 2**

Please describe any relevant recreation experience, or experience in a closely related field, that you possess . Please specify area of recreation focus (i.e., senior center operations, special interest classes, and specialty recreation programs).

***QUESTION 3**

What are some important factors to consider when planning recreation activities?

***QUESTION 4**

How do you deal with a conflict between participants in a group setting?

***QUESTION 5**

What does quality customer service mean to you?

* Required Question