



THE CITY OF  
P I N O L E

INVITES APPLICATION FOR THE POSITION OF

**RECREATION LEADER**  
(Part-time, non-benefited employment)

**HOURLY RATE: \$11.9453 - \$14.5196**

(Placement within range depending on qualifications and experience)

**FINAL FILING DATE: CONTINUOUS**

**EMPLOYMENT STANDARDS**

**POSITION:** Under the direction of the Recreation Coordinator, supervises youth and teenagers ages 5-17, and senior center programs. Recreation Leaders may be assigned to the Youth Center, Tiny Tots, or Senior Center facility, and perform duties in the following program areas: sports, arts and crafts, excursions, games, special events, senior programs and activities. The Recreation Leader will be required to attend all scheduled staff trainings. The Recreation Leader will work 10 or 15 hours, over 1-5 days per week, within the hours of 7:30am-6pm, plus some evenings and weekend hours.

**QUALIFICATIONS:** The Recreation Leader must be at least 18 years of age and must have graduated from high school (or equivalent to a high school education). Must have a strong desire and aptitude for working with youth, teenagers, and seniors, exercise sound leadership practices, appropriate disciplinary measures, extreme patience, and have the ability to function with a minimum of direction and supervision. Must be able to plan and implement activities appropriate to the City's Recreation Center environment. Must possess and maintain a valid California class C driver's license and/or class B with passenger endorsement and a satisfactory driving record. Must possess a valid Standard First Aid and CPR verification at the time of employment (or be able to obtain one within one month of employment). Must have recent (within one year) negative TB test or complete TB test prior to commencement of employment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include but are not limited to:

- Develop, organize and lead recreational programs and activities including, but not limited to, games, sports, arts and crafts, excursions and special events;
- Oversee programs at the Pinole Youth Center and Pinole Tiny Tots Center for children, youth and teens, including preschool, after school and summer programs; directing summer camps for children, youth and teens, and Senior Center for Seniors, including daily programs, and trips,
- Help manage a diverse group of children, teens, and seniors who attend and participate in City Recreation Programs and activities;
- Monitor and enforce City rules and regulations at facilities and during excursions;
- Provide strong leadership and role modeling with diverse populations of youth, teenagers, and seniors;

- Communicate effectively with parents, community members, school officials, City police and community groups regarding youth and program activities;
- Other essential responsibilities include, but are not limited to: communicate effectively orally; walk or run for extended times over various distances; use good judgment; relate to youth, teenagers, and seniors; act courteously toward others; take direction from supervisors; maintain good working relationships with other staff members and parents; accept criticism and apply to performance; be dependable in meeting scheduled assignments; work extended hours when required.

**SPECIAL REQUIREMENTS:**

Must be able to work inside and outside, nearby park and excursions. May also include irregular hours, evenings, weekends, and holidays. Must possess a valid Standard First Aid and CPR verification at the time of employment (or be able to obtain one within one month of employment). Must have recent (within one year) negative TB test or complete TB test prior to commencement of employment.

**SELECTION PROCESS:**

Completed original City application form is required. Resumes are encouraged but are not required. Oral Interview process. Pre-employment background check.

**APPLY TO:** City of Pinole  
Human Resources Department  
2131 Pear Street  
Pinole, CA 94564

Applications and job flyers are available at the above address. Alternatively, you may obtain an application from the City's website at [www.ci.pinole.ca.us/personnel](http://www.ci.pinole.ca.us/personnel) or call (510) 724-9006 to request that an application and announcement be mailed to you.

**\*\*SMOKING IS PROHIBITED DURING ON-DUTY STATUS\*\***

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

**The City of Pinole is an equal opportunity employer.**