CITY OF TRACY

WE ARE HIRING



Recreation Leader II

Salary: $20.63 - $25.07 (hourly)

THE OPPORTUNITY

The City of Tracy is excited to announce opportunities to join our dynamic Parks & Recreation Department and City Manager's Office – Cultural Arts Division as a Recreation Leader II. We're seeking enthusiastic and service-oriented individuals who are passionate about making a difference in our community through recreation, arts, and cultural programs.

Recreation Leader II – Cultural Arts Division

Are you inspired by the arts and enjoy working with the community? The Recreation Leader II assigned to the Cultural Arts Division will primarily support the Arts Education Program and assist with the Exhibitions Program and daily operations at the Grand Theatre Center for the Arts. The ideal candidate will have excellent customer service skills, experience in community engagement, and a passion for the arts.

Recreation Leader II – Parks & Recreation Department

Opportunities within Parks and Recreation include supporting athletics programs, assisting with program registration and customer service at the Parks & Recreation front desk, and providing programming support at the Senior Center. Individuals with prior officiating or refereeing experience are highly desirable for athletics-related assignments.

MINIMUM QUALIFICATIONS

Equivalent to one year of paid or volunteer work in an entry-level position in an organized recreation or community service program or, work in a customer service and leadership position. School related leadership participation can be substituted for some or all of the work experience.

- Must be 16 years of age.
- CPR Certification (must include with application at time of submission)
- Possession of or ability to obtain and maintain, a California Class C Driver License.

ESSENTIAL DUTIES

- Lead and conduct a variety of activities and programs at recreation facilities.
- Prepare and disseminate program publicity materials.
- Prepare and maintain reports and records of program activities.
- Set up and break down at city facilities and equipment; maintain facilities/equipment.
- Maintain inventories of program supplies and materials.
- Provide leadership and assistance for group recreation and community events.
- Attend and assist in training other recreation staff and volunteers.
- Enforce city, department and program rules, policies and regulations.
- Maintain a safe environment in the assigned area/program.
- Assist other city staff and members of the public.
- Work a flexible work schedule that may include evenings, holidays and weekends.

WORK SCHEDULE

This is a temporary PART-TIME, non-benefitted position. Candidates would be required to work variable hours. Incumbents may be required to work weekends, evenings, and holidays.

FOR MORE INFORMATION

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(209) 831-6157 cityoftracy.org
333 Civic Center Plaza, Tracy, CA 95376

APPLY NOW

CITYOFTRACYJOBS.COM

Deadline:
Open Until Fiiled. Early Applications highly encouraged!