CITY OF TRACY

WE ARE HIRING



Recreation Leader III

Salary: $23.69 - $28.43 (hourly)

THE OPPORTUNITY

The City of Tracy is excited to share a great opportunity to join the City Manager's Office/Cultural Arts Division as a Recreation Leader III!

The Recreation Leader III in the Cultural Arts Division will assist with marketing efforts at the Grand Theatre Center for the Arts by working closely with the Marketing Coordinator on creative projects, content development and editing, social media management and scheduling, distributing promotional materials, and helping promote exciting events and programs. **Experience with Adobe Creative Suite, Canva, CapCut, or similar design and editing software is highly desirable!**

ESSENTIAL DUTIES

- Schedule and manage recreation programs, activities and events.
- Serve as site leader of program site, overseeing implementation of program activities, procedures and goals.
- Develop and implement program curriculum, schedules and timelines.
- Supervise other department staff, volunteers and contractors.
- Facilitate problem solving.
- Develop Program objectives.
- Prepare and maintain reports and records of program activities.
- Provide leadership and instruction in assigned program area.

MINIMUM QUALIFICATIONS

- Equivalent to two years of paid or volunteer work as a group leader or lead worker in an organized recreation or community service program with specific expertise or experience in program area of recruitment.
- Must be 18 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.

WORK SCHEDULE

This is a temporary PART-TIME, non-benefitted position. Candidates must be available to work variable hours, including evenings, weekends, and holidays, as required.

APPLICATION PROCESS

Interested candidates must submit an online application at cityoftracyjobs.com. **Candidates that best meet the needs of the City will be invited to participate in the selection process.**

FOR MORE INFORMATION

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

APPLY NOW

CITYOFTRACYJOBS.COM

Deadline:
Open Until Filled. Early applications highly encouraged!