



CITY OF UNION CITY, CALIFORNIA
34009 Alvarado Niles Road, Union City, CA 94587

2017 SUMMER JOB ANNOUNCEMENTS

Applications are now being accepted for the following temporary, seasonal positions with the Union City Community & Recreation Services Department. **Deadline to apply for most positions is FRIDAY, APRIL 7, 2017.**

AQUATICS

POOL MANAGER: (\$17.06-\$20.72 per hour, 25-40 hours per week). Under the direction of the Aquatics Coordinator and the Recreation Supervisor, the Pool Manager assists in hiring, administration, training, supervision, and coordinating functions. Must possess a current Water Safety Instructor's certificate. Essential Job Functions: Recruitment, selection, training, supervision, and evaluation of aquatics staff. Monitor & maintain departmental facilities and equipment. Schedule, plan, implement, and evaluate the "Learn-To-Swim" program. Assign instructors to necessary tasks. Maintain clear written & oral communication between program participants, instructors, & coordinator. Administer CPR and First Aid when needed. Participate and assist in special projects as assigned. Recognize and respond to emergency situations and provide proper care as trained. Perform all tasks and assignments as assigned by the Aquatics Coordinator and Recreation Supervisor. Attend all mandatory trainings and meetings. Assist in any emergency situation as trained. **QUALIFICATIONS:** of 18 years of age. Two years of aquatic experience and leadership preferred. Current Red Cross Certifications in: Water Safety Instructor, Lifeguard Training, Community First Aid and Safety, CPR for the Professional Rescuer (CPR/FPR). Candidates are encouraged to possess *one* of the following as highly desirable certification: LGI - Lifeguard Instructor certification in any American Red Cross course, EMT level certification or Emergency Response Course completion.

SENIOR GUARD: (\$14.05-\$17.06, per hour, 20-40 hours per week). Under the direction of the Aquatics Coordinator and the Pool Manager, the Senior Guard assists with the responsibilities of the Pool Manger. Must possess a current Water Safety Instructor's certificate. Essential Job Functions include but not limited to the following: Assuming the responsibilities of the Pool Manager in their absence. Performing duties as assigned by the Pool Manager in the supervision of the pool. Provide direction to the pool staff. Assist Pool Manager with training, supervision, and evaluation of aquatics staff. Schedule, plan, implement, and evaluate the "Learn-To-Swim" program. Assign instructors to necessary tasks. Participate and assist in special projects as assigned. Perform all tasks and assignments as assigned by the Pool Manager. Attend all mandatory trainings and meetings. Assist in any emergency situation as trained. **QUALIFICATIONS:** One year of aquatic experience and leadership preferred. Current Red Cross Certifications in: Water Safety Instructor, Community First Aid and Safety, CPR for the Professional Rescuer (CPR/FPR), all guidelines outlined in Title 22 preferred. Candidates are strongly encouraged to possess the Instructor level or Lifeguard Instructor (ICT or LGI) American Red Cross certification

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WATER SAFETY INSTRUCTOR: (\$11.57 - \$14.05, per hour, 25 -35 hours per week). Under the direction of the Aquatics Coordinator, Pool Manager & Senior Guard, the Water Safety Instructor assists in the implementation of the Learn-To-Swim program. Must possess a current Water Safety Instructor's (WSI) certificate. **Minimum qualifications:** 17 years of age, current American Red Cross certification in: Water Safety Instructor (WSI r. 04); Lifeguard Training & First Aid; CPR for the Professional Rescuer (CPR/FPR); AED Essentials, all guidelines outlined in Title 22*, and react quickly to emergencies. Essential job functions: instruct swim classes at all age levels & abilities from beginners to specialized skills; enforce all pool rules & regulations; assume all assigned duties connected with the maintenance of the swimming facility; perform any related work as required; instruct supervise Junior Lifeguards; recognize & respond to emergency situations & provide proper care as trained; Administer CPR, First Aid & use an AED when needed; assist in any emergency situation as trained; attend & participate in all mandatory trainings & meetings.

LIFEGUARD: (\$10.50 - \$11.57 per hour, 25-35 hours per week). Under the direction of the Aquatics Coordinator, Pool Manager & Senior Guard, the Lifeguard assists in the implementation of the swimming program. Must possess a current American Red Cross Lifeguard Training certificate. **Minimum qualification:** 16 years of age, current American Red Cross certification in: Lifeguard Training & First Aid; CPR for the Professional Rescuer (CPR/FPR); & AED Essentials, all guidelines outlined in Title 22*, and react quickly to emergencies. Essential job functions: instruct swim lessons as assigned; enforce all pool rules & regulations; assume all assigned duties connected with the maintenance of the swimming facility; perform any related work as required; instruct supervise Junior Lifeguards; recognize & respond to emergency situations & provide proper care as trained; administer CPR, First Aid & use an AED when needed; assist in any emergency situation as trained; attend & participate in all mandatory trainings & meetings.

CAMPS

DAY CAMP & SPORTS CAMP AIDES: (\$10.50 - \$10.50 per hour, 15-20 hours per week) Under the supervision of the Camp Director, supervise small groups of youth and be responsible for assisting day camp leaders with implementing daily activities and supervising field trips.

Minimum Qualifications: Applicant must be at least 15 years old with reliable transportation. Experience working or volunteering with youth is preferred, but not required.

DAY CAMP /SPORTS CAMP / TEEN CAMP LEADERS: (\$11.57 - \$14.05 per hour, 30-35 hours per week). Energetic, creative and responsible leaders are needed to work with children ages 5-12 at Summer Day Camp Programs and teens ages 12-16 years at Teen Camp Programs. Under direct supervision, leaders are responsible for planning and implementing sports, daily games, arts-n-crafts, drama, songs, and science and nature activities. Leaders will also chaperon campers on weekly field trips and swimming. Must be available for 6-8 hours shifts Monday-Friday, between the hours of 8 AM -5 PM. **Minimum Qualifications:** Must be at least 18 years old, 1 full year of college and possess a valid California Driver's License. Previous experience is desirable.

EXTENDED CARE CAMP STAFF: (\$10.50 - \$14.05 per hour, 15 - 25 hours per week). Responsible, reliable and punctual recreation leaders are needed to supervise extended care hours at day camp sites. Under general supervision, staff will open and close sites, greet parents, complete basic paperwork, assist with camp preparation, supervise campers and lead low level organized activities in early mornings and late afternoons. Hours: M-F, 6:45 am – 9:45 am and/or 4:30 – 6:15 PM. Additional compensation will be offered to staff who works both morning and afternoon schedules. **Minimum Qualifications:** Must be at least 16 years old and have reliable transportation. Experience working or volunteering with youth is preferred, but not required.

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TOTS

TOT TIME SUBSTITUTE TEACHERS:

(\$12.59 - \$15.29 per hour depending on knowledge/skill level, prior experience and ECE units. Shifts vary 10-15 hours per week between Monday–Friday, 8:30 am–3:30 pm). Caring, creative and responsible staff are needed to work with children ages 3-5 at two Union City Community & Recreation Services Tot Time Programs. Under general supervision of the Program Coordinator, staff is responsible for planning and implementing daily age-appropriate activities including crafts, games, songs, drama, storytelling and supervised play. **Minimum Qualifications:** Must be at least 18 years old and possess a valid California Driver's License. Possession of 12 ECE/CD units will receive preference. Prior experience working in early childhood education or recreation required.

TOT TIME SUBSTITUTE AIDES: (\$10.50 - \$12.59 per hour. Shifts vary 5-20 hours per week between Monday – Friday, 8:30 am – 3:30 pm). Outgoing, caring, creative and responsible staff are needed to work with children ages 3-5 at two Union City Community & Recreation Services tiny tot programs. Staff is responsible for planning and implementing age-appropriate activities such as arts-n-crafts, games, songs and drama. **Minimum Qualifications:** Must be at least 16 years old and have the ability to obtain a valid California Driver's License.

CHILD CARE ATTENDANT: (\$10.50 - \$11.57 per hour, 5-20 hours per week) Caring, creative and responsible staff are needed to work with children ages 6 months-10 years at the Union City Sports Center. Under general supervision, staff is responsible for planning and implementing low key age-appropriate activities and games. Program hours vary between mornings 8:30 am -12 noon and weekday evenings after 5-8pm. **Minimum Qualifications:** Must be at least 15 years old with reliable transportation.

PRESCHOOL

PART TIME SUBSTITUTE SITE SUPERVISOR: (\$17.06 - \$20.72 per hour; hrs. vary per wk., Monday – Friday)

Under the general supervision of the Program Director, we are seeking professional, passionate and energetic individuals who are able to successfully manage a preschool classroom, develop lesson plans, and effectively promote the emotional, physical, mental and social wellbeing in a classroom environment. This is a classroom position, not an administrative/office position.

Minimum Qualifications: This position requires an AA or a minimum of 60 units which include 24 ECE/CD units with core courses, 16 GE units plus 6 administration units and 2 adult supervision units. Applicants must be qualified as a California State licensed Site Supervisor and have at least 3-4 years' experience working with children ages 2-5. Must possess a valid California Driver's License.

PRESCHOOL SUBSTITUTE TEACHER:

(\$12.59 - \$15.29 per hour; hrs. vary per wk., Monday – Friday)

Under the direct supervision of the Program Manager, this individual must be qualified as a California State licensed Master Teacher. Applicants must be reliable, responsible, and flexible, and enjoy working with children ages 2-5. This position provides assistance in the planning and development of the classroom curriculum as well as the supervision and instruction of a preschool classroom. Responsibilities include assisting in leading day to day lessons of the classroom, supervising outside activities and lunch time, etc. **Minimum Qualifications:** This position requires 24 ECE/CD units with core courses plus 16 GE units. Applicants must have at least 2-3 years' experience working with children ages 2-5. Must possess a valid California Driver's License.

TEACHER'S AIDE: (\$10.50 - \$12.59 per hour; 15+ hours per week, Monday – Friday, 7 am – 10 am or 3 pm – 6 pm). Under the direct supervision of the Program Coordinator and Program Manager, this position assists the preschool teachers with their day to day activities in the classroom, curriculum and snack preparation, etc. Great experience for a college student who is interested in working with a team of professional teachers and receive hands-on experience in working in an early childhood environment. **Minimum Qualifications:** Only applicants with 6 ECD/CD units will be considered for this position. Prior experience working in early childhood education or recreation preferred. Must be at least 18 years old and possess a valid California Driver's License.

SPORTS

SUMMER SPORTS AIDES: (\$10.50 - \$11.57, 12 -30 hours per week) Energetic, athletic and reliable recreation aides are needed to work in baseball, basketball, soccer, dodge ball, and other sports and games. Aides will be required to teach sport specific skills to youth ages 4-12 under the direction of senior staff. Maintain a high level of energy, be creative, and overall like working with youth. Program hours vary. **Minimum Qualification:** Must be at least 15 years of age. No experience necessary, sports background preferred.

SUMMER SPORTS COACHES: (\$11.57 - \$14.05, 20-30 hours per week) Responsible, athletic and reliable coaches are needed to work in baseball, basketball, camps, and soccer and tennis programs. Coaches will be required to train youths ages 4 to 16, and plan daily warm up drills, chaperon children on field trips, teach athletic skills and communicate with parents. Maintain a high level of energy, be creative, and overall like working with youth. **Minimum Qualifications:** Must be 18 years old and possess a valid California Driver's License.

GYM ATTENDANT/ SCOREKEEPER: (\$10.50 - \$14.05 per hour, 5-20 hours per week) The Union City Sports Center is seeking energetic personnel for seasonal, part-time position as a gym attendant and scorekeeper for the Adult Sports program. Duties for this position include: assisting with the set-up, take down and clean-up of playing facilities; issuing and collecting of equipment and supplies; operates scoreboard; maintain effective public relations and maintains accurate records of games played. **Minimum Qualifications:** Must be at least 16 years old. Experience in varieties of sports is preferred.

FITNESS ATTENDANTS: (\$11.57 - \$14.05 per hour, 5-15 hours per week – work schedule and salary varies with position and prior experience) The **Union City Sports Center** is seeking energetic, health and fitness minded personnel for seasonal, part-time positions as a Fitness Attendants. Duties include: greeting and assisting members and visitors with high levels of customer service; provide fitness tours; set-up, take down and clean-up of facility classes; issue and collect equipment; provide basic operational instruction of fitness equipment; monitor safety; maintain accurate records; complete daily cleaning and sanitizing duties. **Minimum Qualifications:** Must be at least 18 years old. Experience or education in field of fitness and health is highly desirable, as well as previous experience in customer service.

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TENNIS

TENNIS INSTRUCTOR: (\$11.57 - \$14.05 per hour, 20-35 hours per week). Experienced, athletic and passionate leaders are needed to teach group, private and semi-private tennis lessons to people of all ages. You will help plan and run the daily tennis activities for beginning, intermediate, and advanced students. Must have the ability to be: upbeat; energetic and creative throughout each lesson. Be able to instruct large groups of different abilities at one time. Maintain a safe environment at all time. Have knowledge of basic Tennis game play and rules. Must be available for 7-8 hours shifts Monday-Friday, between the hours of 8 AM -5 PM. Must be at least 16 years old.

YOUTH & TEENS

SUMMER PARK & PLAYGROUND LEADERS: (\$11.57 - \$14.05 per hour, up to 20-24 hours per week). Fun, enthusiastic and accountable leaders are needed to work with children ages 6-12 at various drop-in Summer Park & Playground Program sites throughout Union City. Under general supervision, leaders are responsible for planning and implementing daily sports, arts-n-crafts, games, tournaments, songs, special events and drama activities. Leaders also will chaperon children on occasional field trips and weekly swimming. Must be available Monday–Friday, 11:45 am – 4:15 pm. **Minimum Qualifications:** Must be at least 15 years old with reliable transportation.

SUMMER PARK & PLAYGROUND RECREATION AIDES: (\$10.00 - \$11.57 per hour, 20-24 hours per week) Outgoing and reliable recreation aides are needed to assist in working with children ages 6-12 at various drop-in Summer Park & Playground Program sites throughout Union City. Under direct supervision, aides are responsible for assisting in planning and implementing daily activities and chaperoning children on occasional field trips and weekly swimming. Must be available Monday – Friday, 11:45 am –4:15 pm. **Minimum Qualifications:** Must be at least 18 years old and possess a valid California Driver's License.

TEEN LEADERS: (\$11.57 - \$14.05 per hour, 20 - 35 hours per week) Energetic, creative and responsible leaders are needed to work with teen's ages 12-16 years at Teen Camp, Teen Center Programs, and Teen Workshop. Under direct supervision, leaders are responsible for planning and implementing sports, daily games, arts-n-crafts, and teen appropriate activities. Leaders will also chaperone campers on occasional field trips and swimming. Teen Workshop staff must know basic bicycle repair work, basic knowledge and use of tools and accessories. Must be available for 6-8 hours shifts Monday-Friday, between the hours of 11:45 AM- 6 PM. Must be at least 18 years old and possess a valid California Driver's License. Previous teen experience is desirable.

PARK MONITORS: (\$14.05-\$17.06 per hour, 10-20 hours per week).Responsible individuals are needed to maintain and enforce proper city procedures and policies in our parks and ball fields. Park monitors would perform park inspections and enforce park policies, supervise patrons and renters and daily facility management. Park monitors must stand firm on policies, control diverse situations and possess a friendly disposition and professional demeanor at all times. Park monitors must also have the ability to communicate and respond to customer service concerns, handle all weather conditions and be reliable with a strong work ethic and personal integrity. Park monitors will be required to wear a city uniform while on duty. Must be available for 5-10 hour shifts Saturdays and Sunday's between the hours of 6 am-8 pm. **Minimum Qualifications:** Valid driver's license required and must have own reliable transportation, First Aid and CPR certifications prior to beginning work and experience in park or recreation services related work

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BUS DRIVERS

BUS DRIVERS: (Competitive salary based on experience) Seeking a responsible and reliable adult to drive a 15 – 84 passenger van & school bus for summer youth program field trips. Trips will be scheduled in advance over a 10 week period during the summer. **Minimum**

Qualifications: Must be at least 21 years old, possess a valid Class B California Driver's License with appropriate endorsements and have a clean driving record. Application must include DMV printout dated no less than 1 month prior to application.

Deadline to apply for most positions is FRIDAY, APRIL 7, 2017. Any unfilled positions will stay open until filled. Interviews for all positions will be conducted during the months of April and May. Applicants will be required to attend pre-summer training and orientation. Summer positions begin in June and end in August. In addition to any specific qualifications, **all positions will require fingerprinting; a current TB test; and be in possession of CPR, AED & First Aid certifications by first day of employment.**

GENERAL PHYSICAL REQUIREMENTS: All positions require certain physical abilities which may include occasional to frequent standing, sitting, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, running and climbing in the performance of daily activities, as well as the ability to withstand working in an outdoor environment with exposure to sun, dust, wind, pollen and vegetation. Positions may also require physical coordination, repetitive movements, and the ability to lift and carry up to 50 pounds.

APPLICATIONS: Applications may be obtained at the Holly Community Center, 31600 Alvarado Blvd.; Union City Sports Center, 31224 Union City Blvd.; Ruggieri Senior Center, 33997 Alvarado-Niles Road or download a copy at www.UnionCity.org. For more information or to have an application mailed to you, call (510) 675-5488 or (510) 675-5329. Center Hours are 9 am – 12 noon, and 1 - 4 pm, Monday – Friday (closed every other Friday). Please mail applications to Union City Leisure Services, 34009 Alvarado-Niles Road, Union City, CA 94587.

Please note: To ensure proper routing, all submitted applications should include interested position title and program area.

City of Union City Website: www.UnionCity.org.

AN AFFIRMATIVE ACTION EMPLOYER:

Qualified applicants receive equal consideration without regard to race, color, religion, sex, national origin, ancestry, age, marital status or disability, except where dictated by the requirement of the job. In accordance with Federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, please contact the Recreation Supervisor prior to the final date for accepting applications. Medical documentation must be provided upon request. As a request of the 1986 Immigration Reform Act, you must, prior to employment, furnish proof of your identity and eligibility for employment in the United States.

