



**The Town of Colma, California
Invites you to apply for the position of**

Senior Recreation Leader

Salary: \$14.11 to \$16.33 per hour (Effective 1-1-19)

Varied Work Hours
Days, Evenings & Weekends
Final Filing Date: Open Until Filled

JOIN OUR TEAM!

If you are looking for a position that will allow you a flexible work schedule and the ability to use your creativity and people skills? Then this may be the job for you!

The Recreation Department of the Town of Colma is recruiting for a part-time **Senior Recreation Leader** for immediate hiring who will enjoy exercising creativity, working with Children and Seniors. The Ideal candidate will be available to work year-round, a varied work schedule, including Days, Evenings and Weekends.

Senior Recreation Leaders assist Recreation Coordinators and the Recreation Manager with the Town's daily recreation activities and programming, including supervision of recreation programs for children, adults and senior citizens. Recreation Leaders do not receive Town benefits and have an "at will" status.

You'll enjoy duties such as:

- Planning, organizing, leading and conducting a wide variety of indoor and outdoor recreation activities at our park, playground and community centers including after-school programs, teen center, day camps, play groups, special events and senior events.
- Guiding recreation activities for children, teens and adults.
- Actively managing children's playground activities.
- Ensuring that needed supplies and equipment are inventoried and on hand.
- Setting up and taking down recreational and facility equipment.
- Enrolling participants in recreation activities utilizing computer system.
- Assisting residents with facility bookings and entering reservations in computer system.
- Maintaining communications with parents of participants
- Supervising and directing recreation leaders in daily tasks
- Attending staff meetings.
- Performing light janitorial and maintenance duties.
- Applying basic first aid.
- Other duties as assigned.

Minimum Qualifications

Any combination of experience and training that would provide the required knowledge, skill and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Fifteen semester college units
- Two years of experience in a recreation field.

INCLUDING:

Characteristics:

- Great with children.
- Leadership.
- Safety-oriented.
- Effective communicator.

Knowledge of:

- Methods of organizing, conducting and supervising recreational programs.
- Excellent customer service skills.
- Modern information technology including various computer applications.
- CPR/First Aid practices.

Ability to:

- Plan, organize and conduct recreation programs for children.
- Represent the Town positively.
- Exercise excellent customer service skills including patience and professionalism at all times.
- Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise and tact.
- Speak and write clearly.
- Understand and follow oral and written directions.
- Work a varied schedule including some weekends and evenings.
- Operate basic office equipment.
- Learn Recreation Department Software.
- Establish and maintain effective, harmonious working relationships.
- Understand and work effectively with the public, especially children.
- Learn and interpret specific rules and policies and apply them with good judgment.
- Perform light janitorial and maintenance duties, safely lift up to 30 lbs.
- Attain CPR/First Aid certification within 60 days of hire.

The Town of Colma, Known worldwide as the “City of Souls,” is the smallest city in San Mateo County with 1,600 residents - and 1.5 million “souls”. However, Colma is more than just 16 cemeteries. Colma’s commercial buildings make a distinguished architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm all its own, from its brick-

paved residential streets and ornamental street lamps to its restored historical museum and railroad depot located at its 5,500 square foot Community Center.

Sterling Park Recreation Center, which is the location for the after-school children's program, has a basketball court, playground, large grassy field and multi-purpose room. Within its 2 square mile boundaries, the Town enjoys a strong sales tax base with two shopping centers, one of Northern California's most complete collections of car dealerships, and a card room. There are two BART stations nearby.

To Immediately Apply:

A TOWN EMPLOYMENT APPLICATION FORM MUST BE COMPLETED AND RECEIVED BY HUMAN RESOURCES.

Employment application are available online at www.colma.ca.gov/jobs-and-applications/ or at:

Town Hall, Human Resources Department
1198 El Camino Real
Colma, CA 94014.

You may also call 650.997.8300 to have an application sent to you.

Please Note:

The information included in this announcement may be changed at any time. The information does not constitute either an express or implied contract.

The Town will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise the human resources office of such special needs at the time of application.

All employees hired by the Town of Colma must be legally authorized to work in the United States and will be required to produce certain documents verifying such information. EOE