

# Hayward Area Recreation and Park District

## EMPLOYMENT OPPORTUNITY

### Recreation Specialist I

Position Classification I; \$12.00—\$12.38 per hour/DOE; Part time/Seasonal

#### THE POSITION

Under general supervision of the Recreation Supervisor and the direct supervision of the Recreation Coordinator II, the Recreation Specialist I assists with supervision, coordination, and daily operations of Rec Innovation Camps. This position provides healthy, safe, intentional programming and recreation activities.

**Mandatory Orientation Training: June 14 and 17—21, 2019**

**Program Dates: June 24—August 16, 2018**

#### EXAMPLE OF DUTIES

- Plan and lead daily camp activities, fieldtrips and programs for elementary, middle school, and high school youth
- Supervise and ensure safety of all participants during program and/or on fieldtrips
- Encourage and maintain positive behavior and healthy activities for youth
- Enforce District rules & regulations of facilities, parks, programs, activities & events
- Attend job specific trainings
- Complete required forms, reports and evaluations
- Perform other duties as assigned

#### MINIMUM QUALIFICATIONS

- Must be able to work the entire program season
- At least 16 years of age, 18+ years old desirable
- Demonstrate experience (paid or volunteer) working with youth in a structured or supervised recreation or after school program
- Attend orientation training
- Bi-lingual a plus, but not necessary

#### KNOWLEDGE AND ABILITIES

- Ability to create and maintain a positive and engaging environment
- Ability to work independently with minimal supervision
- Education background in recreation, early childhood education, art, nature, math, science or other related fields is desired
- Strong organizing team building and communication skills
- Complete required tasks in a timely manner
- Excellent customer service skills



#### IMPORTANT INFORMATION

- Recruitment open until filled
- ADA—Please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date.
- Applications can be obtained at:  
H.A.R.D. District Office  
1099 "E" Street  
Hayward, CA 94541  
or  
HaywardRec.org/employment
- Please submit applications in person to Human Resources or via email at [Recinnovation@haywardrec.org](mailto:Recinnovation@haywardrec.org)

#### LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Proof of eligibility to work in U.S.
- Proof of negative TB Test
- Ability to obtain First Aid/CPR/AED certification required
- Provide proof of negative TB Test
- Any offer of employment to an adult employee who will have direct contact with minors is conditional upon a satisfactory fingerprint clearance and background check (DOJ)

H.A.R.D. IS AN EQUAL OPPORTUNITY EMPLOYER

FOR MORE INFORMATION OR TO APPLY (510) 881-6700 OR [WWW.HAYWARDREC.ORG](http://WWW.HAYWARDREC.ORG)