

Temporary Community Recreation Assistant & Temporary Recreation Specialist

FILING DEADLINE 6/30/2024

Open Date: 01-JAN-2024

Close Date: 30-JUN-2024

Position Description

PARCS needs motivated and passionate individuals who are ready to energize and reinvent the community. If you are looking to enhance your leadership experience, participate in team building, meet new and interesting people, and above all, positively impact the lives of our youth - WE HAVE THE JOB FOR YOU! We are currently recruiting for Temporary Community Recreation Assistant and Temporary Recreation Specialists. Under supervision, incumbents plan, organize, and conduct specialized recreation and/or community service activities. Incumbents also provide specialized workshops, classes and activities in areas including but not limited to sports, music, science, fitness/nutrition, technology, special events, and senior programs. Additionally, incumbents serve as park attendants; verify park reservations; ensure facilities/picnic areas are clean and ready for use; and report maintenance issues.

The Requirements

TEMPORARY COMMUNITY RECREATION ASSISTANT Applicants must meet the following minimum qualifications on or before the posted filing deadline: Possession of a high school diploma or GED equivalency and six (6) months of experience in a community services and recreation environment. TEMPORARY RECREATION SPECIALIST Applicants must meet the following minimum qualifications on or before the posted filing deadline: One (1) year experience in organizing, planning, and implementing recreation or community service programs and activities; and possession of a High School Diploma or GED Equivalent, and sixty units of college course work in recreation, liberal studies, education or a related field. Additional qualifying experience may be substituted for the required college education on a year for year basis. Additional college units in related field may be substituted for the required experience on a year for year basis. If qualifying with a degree or accredited college or university credits, please attach a copy of the degree or transcripts. Applications lacking this documentation will be rejected. Valid Cardiopulmonary Resuscitation (CPR) and First Aid Certificates are required within 90 days of date of hire. Possession and continued maintenance of a valid California Driver's License may be required at time of appointment. Candidates considered for hire must provide proof of a valid driver's license and current copy of their driving record.

How To Apply

APPLICANTS MUST COMPLETE AN ON-LINE APPLICATION. PLEASE VISIT WWW.FRESNO.GOV/JOBS TO APPLY. For information on how to complete an on-line application, please view "Instruction Guide" on the City's website, Personnel Services Career Opportunities page, or call (559) 621-6950 for assistance. Resumes will not be accepted in lieu of a completed employment application. ALL CORRESPONDENCE regarding this recruitment will be sent via e-mail. All applicants will acknowledge such understanding when they complete their on-line application. Verify we have your correct e-mail address before you submit your application. It is an applicant's responsibility to check their email frequently to ensure they receive all pertinent communication from the Personnel Services Department on a timely basis. Applicants will receive an automatically generated confirmation e-mail upon a successful application submittal. The e-mail is the only proof of submittal. It is an applicant's responsibility to check their email account and phone voice mails from the City of Fresno. Please ensure email is set up to accept emails from the City of Fresno. Dependent upon your settings, notices from the City of Fresno may be directed to the "junk mail" or "spam" folders, and phone calls may read as "spam" on the phone ID. It is the applicant's responsibility to check these folders and calls. Applications must be submitted by midnight on the filing deadline or they will not be accepted for any reason.

Selection Process

Applicants that meet the minimum qualifications will be referred to the hiring department for further consideration. Selected individuals will be required to successfully pass a Department interview, a Department of Justice fingerprint, and provide proof of Tuberculosis (TB) clearance, prior to employment with the City of Fresno.

Additional Information

Temporary Community Recreation Assistant: \$22.09 per hour Temporary Recreation Specialist: \$23.92 per hour Working hours: Incumbents may be required to work weekends and holidays. Working hours may be between the hours of 8:00 am to 10:00 pm. Pursuant to City of Fresno Charter, temporary employment shall not exceed 2080 hours within 2 fiscal years and are limited to no more than 29 working hours per week. These are temporary employment opportunities which do not provide health benefits, or retirement and are not in any way a guarantee of permanent employment.

Equal Opportunity Employer

The City of Fresno is an equal opportunity employer. Should you need a special accommodation due to a qualifying disability, please contact the Personnel Service Department at (559) 621-6950.