

Sacramento START
(Students Today Achieving Results for Tomorrow)

O.S.T. Leader
(Out of School Time)



Compensation: \$10.54 / hour
Hours: 12 - 25 / per week

Days: Monday – Friday
Program Time: 6:00 a.m. - 9:00 a.m. or
1:00 p.m. - 6:30 p.m. (Times Vary Per Site)

Sacramento START is building the capacity of individuals to succeed by providing opportunities to learn and lead within our communities. Sacramento START fosters enthusiasm for learning through fun and structured activities in a safe and caring after school environment for over 4000 students at 33 Afterschool and 8 Morning Elementary School sites.

Sacramento START opened its doors in 1996 at 13 schools. Today, Sacramento START is dedicated to providing its students with the knowledge, skills, and character traits needed to succeed in school and in the competitive world beyond in four school districts throughout Sacramento (Elk Grove, Robla, Sacramento and Twin Rivers).

POSITION DESCRIPTION:

The O.S.T. Leader will provide activities and assistance for groups of up to 20 elementary school students in homework, reading, math, enrichment, physical activity, nutrition education, recreation and special events/family activities by selecting a variety of age-appropriate activities at a school site.

Duties Include:

- Plan, organize and implement age/grade appropriate recreation site activities for elementary school children in after school programs
- As needed, to select a variety of activities appropriate to children of various age groups
- Review program plans with site director and classroom teacher for effective program implementation.
- Participate in and evaluate the effectiveness of activities and events
- Instruct children in the safe and proper use of materials and supplies
- Supervision of children in a 1:20 adult to child ratio
- Observe children on a daily basis to detect health problems or special needs
- Assist with developing discipline techniques and classroom management.
- Compile simple written records related to assigned programs or facility
- Participate in cleaning and maintaining facilities and equipment
- Inspect the site and equipment for potential safety hazards; take corrective action to prevent injuries
- Provide quality interaction with parents, teachers and school staff
- Ensure measurable improvement in children's fitness and social performance
- Prepare a weekly lesson plan outlining planned activities
- Participate in weekly site staff meetings and on-going training opportunities
- Perform related duties as assigned

QUALIFICATIONS:

Knowledge of:

- School age fitness-oriented programs, sports and nutrition curriculum and activities, preferred.
- Early childhood development, preferred.
- Demonstrated knowledge of, and the ability to assist instruction.

Education:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Generally this will require:

- College level coursework in child development or education or recreation or physical fitness is desirable.
- Completion of the twelfth grade or the equivalent and 48 college semester units or 60 college quarter units in College level coursework or passing of the NCLB (No Child Left Behind) exam.

Ability to:

- Pass a language and math competency test (NCLB exam)
- Read, write and speak the English language at a level necessary for efficient job performance
- Work with diverse ethnic, gender, age and cultural groups
- Organize and direct a variety of activities for groups of elementary school children
- Maintain patience while working with children
- Establish and maintain cooperative relationships with those contacted in the course of work
- Submit a TB clearance from a physician or medical facility
- Receive fingerprint clearance from the Sacramento Police Department

Age:

- 18 years or older

APPLICATION PROCESS

Contact the Sacramento START office, 5735 47th Avenue - Sacramento, CA 95824 (located in the Serna Center, Sacramento City Unified School District). For questions regarding Sacramento START and/or the position call Start Receptionist at 808-6197.

To apply, please submit a pdf file of all documents to: sac.start@yahoo.com or, submit a completed application packet to the Sacramento START office, 5735 47th Avenue - Sacramento, CA 95824. Monday – Friday (closed major Holidays) between the hours of 9:00 a.m. and 4:00 p.m.

- Your resume
- A detailed cover letter demonstrating your interest in working with Sacramento START and your unique qualifications for the position
- City of Sacramento Application
- Sacramento START O.S.T. Leader Supplemental Application
- Transcripts or copies of College Coursework or the NCLB (No Child Left Behind) exam Certificate

The most qualified applicants will be contacted for an interview. Incomplete applications will not be accepted.

If hired, the applicant will then go through the process of certification, finger print/background clearance, T.B. test, and job training. All hired applicants must go through the entire process before they can work onsite with the students.

The City of Sacramento is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We are strongly committed to hiring a diverse and multicultural staff and encourage applications from traditionally under-represented backgrounds.

Sacramento START - 5735 47th Avenue - Sacramento, CA 95824 - 916-808-6197


SACRAMENTO
Parks and Recreation



City of Sacramento
EMPLOYMENT APPLICATION
SACRAMENTO START OFFICE
 5735 47th Avenue 47th, SACRAMENTO, CA 95824
 TELEPHONE: (916) 808-6197 / FAX: (916) 808-1214
www.sacstart.org



An Equal Opportunity Employer

INSTRUCTIONS: This application is part of the examination process. It must be completely filled out and signed to be accepted. Late and/or incomplete applications will be rejected; omitted information cannot be considered or assumed.

PLEASE PRINT OR TYPE

SOCIAL SECURITY NUMBER _____ - _____ - _____

POSITION APPLYING FOR _____ Exam # _____

NAME _____
 First Middle Initial Last

MAILING ADDRESS _____
 Street # Street Name Apartment #

_____ City _____ State _____ Zip Code _____ Country _____

HOME PHONE () _____ OTHER PHONE () _____ E-MAIL _____

FOR HR OFFICE USE ONLY

- APPLICATION ACCEPTED
 APPLICATION REJECTED
 EDUCATION
 EXPERIENCE
 NMQ
 LATE
 OTHER

ALL APPLICANTS, INCLUDING CITY EMPLOYEES, MUST IMMEDIATELY NOTIFY THE CITY EMPLOYMENT OFFICE AT THE ABOVE ADDRESS OF ANY ADDRESS OR PHONE CHANGES.

OTHER INFORMATION:

1. Can you, after employment, submit proof of your legal right to work in the United States? YES NO
2. Are you a current City of Sacramento employee? YES NO
 If "Yes", what department? _____
3. If "NO", have you ever been employed by the City of Sacramento? YES NO
 If "Yes", what date(s) you left? _____
4. Please list other name(s) used: _____

EDUCATION AND TRAINING: I understand that if the position for which I am applying **requires** proof of Education and/or Certification, I must submit this proof to the City of Sacramento Employment Office. YES NO
Copies of documentation are acceptable.

1. High School Graduate or Passed GED? YES NO Where? _____

2.

NAME AND LOCATION OF ACCREDITED COLLEGE OR UNIVERSITY, BUSINESS, CORRESPONDENCE, TRADE, AND/OR SERVICE SCHOOL(S)	MAJOR COURSE OF STUDY	UNITS COMPLETED		DEGREE, DIPLOMA, OR CERTIFICATE RECEIVED; # OF HOURS OF TRAINING PROGRAM OR COURSE(S) REQUIRED AS INDICATED ON THE JOB ANNOUNCEMENT
		SEMESTER UNITS	QUARTER UNITS	

3. List current certificates of professional competence, licenses, and/or membership in professional associations.

QUALIFYING WORK EXPERIENCE: I understand that I **must list** job-related qualifying employment history/work experience in the "Work Experience" section of the employment application. The experience I list will be used to determine if I meet the minimum qualifications as stated on the job announcement. Applications that do not list related employment history/work experience will be considered incomplete and will be rejected; omitted information can not be considered or assumed. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments **will not substitute** for the information required in this section. Qualifying experience is based on 40 paid hours per week (pro-rated if less than 40 hours per week).

WORK EXPERIENCE:

FROM: MO. DAY YR.	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE:	FORMER EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE:	FORMER EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE:	FORMER EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>

NAME: _____ SOCIAL SECURITY # _____
Last First Middle Initial

CONVICTIONS: Conviction of a misdemeanor crime is not necessarily a bar to City employment; each case is considered separately based on job requirements. Some classifications may require a fingerprint check as verification. You may omit: a) traffic violations (Driving Under the Influence convictions must be reported); b) any conviction committed prior to your 18th birthday that was finally adjudicated in Juvenile Court or under a youth offender law; c) any incident sealed under Welfare and Institutions Code §781 or Penal Code §1203.45; d) any conviction more than two years old as specified in Labor Code §432.7; and e) any conviction that has been expunged or otherwise removed from the record. FAILURE TO LIST CONVICTIONS, EXCEPT AS PROVIDED ABOVE, MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS AND/OR EMPLOYMENT.

1. Have you ever been convicted by a court of a misdemeanor? YES NO
2. Have you ever been convicted by a court of a felony? YES NO
3. If "YES" to "1" or "2", state WHAT conviction, WHEN, WHERE, AND DISPOSITION OF CASE(S): _____

DISABILITY: If you are a person with a disability and require accommodation during the examination process, please notify the City Employment Office by the final filing date at (916) 808-5726.

VETERAN'S PREFERENCE: Are you requesting Veteran's Preference? YES NO

To qualify for Veteran's Preference, a copy of your DD214 **must be** submitted with this application. There are several criteria you must meet before qualifying for this preference. Please ask for the **VETERAN'S PREFERENCE REGULATIONS** sheet or refer to the website (www.cityofsacramento.org/personnel/employment).

DEPARTMENT OF MOTOR VEHICLE INFORMATION:

I authorize any duly accredited representative of the City of Sacramento to obtain copies of all records relating to my driver's license from the California Department of Motor Vehicles and from any other state in which I have been licensed to drive. YES NO

If "Yes", California Other: _____ License # _____

I CERTIFY that I am applying for _____, Examination # _____
Job Title

I CERTIFY that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of material facts herein will cause forfeiture on my part of all rights to employment by the City of Sacramento. I understand that if I do not meet the announced requirements, I will be eliminated from the examination process, and that applications must be received by the City of Sacramento Employment Office, Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814, by 5:00 p.m. on the final filing date specified on the job announcement. I hereby authorize the City to verify the accuracy of the information I have provided on this application.

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS AND OTHER INFORMATION

I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers and others. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request to the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

SIGNATURE: _____ DATE: _____
(Required for application to be complete)

THIS APPLICATION AND ALL ATTACHMENTS ARE CONSIDERED PROPERTY OF THE CITY OF SACRAMENTO EMPLOYMENT OFFICE. PHOTOCOPIES WILL NOT BE FURNISHED. PLEASE ATTACH ONLY COPIES OF YOUR ORIGINAL DOCUMENTS.

CITY OF SACRAMENTO

EMPLOYMENT QUESTIONNAIRE

APPLICANT: This completed section is confidential and will be detached from your application. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our equal opportunity and recruitment efforts.

CHECK ONE: Male Female

PLEASE CHECK ONLY ONE BOX FOR THE RACIAL / ETHNIC CATEGORY WITH WHICH YOU MOST CLOSELY IDENTIFY.

- HISPANIC or LATINO** A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin regardless of race. This does not include persons who acquire a Spanish surname.
- WHITE** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- BLACK or AFRICAN AMERICAN** A person having origins in any of the black racial groups of Africa.
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ASIAN** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (this includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
- AMERICAN INDIAN Or ALASKAN NATIVE** A person having origins in any of the original peoples of North America and South America (including Central America) and who maintain tribal affiliation or community attachment.
PLEASE IDENTIFY YOUR TRIBAL AFFILIATION: _____
- TWO OR MORE RACES** All persons who identify with more than one of the above six races.

I FIRST LEARNED OF THIS JOB OPENING THROUGH (check one only):

- Internet: (Specify Which Site) _____
- The City Job Line
- The City "Employment Office" Job Bulletin Board
- City Employee: (Please Specify) _____
- City Recruiter: (Please Specify) _____
- Friend or relative: (Please Specify) _____
- Print (Posters, Newsletters, etc): _____
- Social Media (Facebook, Twitter, etc.) _____
- Job Fair: (Specify Who Sponsored the Event) _____
- Other: (Please Specify) _____

Sacramento START Supplemental Application

O.S.T. Leader

(Out of School Time)

As part of your application please complete the following supplemental questions. The information provided on the form will be used in combination with your application to determine whether you meet the qualification requirements. **Only those applicants who meet the minimum qualification requirements for this position will be evaluated further.** You may use additional sheets of paper if necessary.

1) Please provide a brief summary of your after-school program experience. Please include three to five (3-5) quality standards you have used and found to be effective in the program.

2) What experience do you have working with children in large groups?

3) Please list the highest number of students you have supervised. Total: _____

I certify that all information provided on the application and supplementary questionnaire is true to the best of my knowledge.

Signature: _____ Date: _____

AVALIBILITY SURVEY

Please fill out the information below, so we can have an idea of your area of interest.

Please Print:

Name: _____

Home Phone: _____ Cell Phone: _____

- 1) Please let us know the hours your available Monday through Friday to work. Our program has various start times in the morning between 6 am – 9 am and in the afternoons, the earliest being 12noon. All of our afternoon programs are open until 6 pm with a few open until 6:35 pm.

Monday _____ Tuesday _____

Wednesday _____ Thursday _____

Friday _____

- 2) What geographical area would you prefer to work? (Example: North, South, East, Central/Downtown)
 - Answering this question does not guarantee that you will be placed in this preferred area.

- 3) How did you hear about this position?

- Posted announcemet (where _____)
- School Site Staff (Where _____)
- Online Ad (Where _____)
- Newspaper Ad (Where _____)
- Firend/Acquaintance (Who _____)
- Other (Who/Where _____)