



## Cosumnes Community Services District Parks and Recreation Department

### JOB ANNOUNCEMENT

#### Recreation Leader IV (Site Director)

Youth Development – Kid Central  
(Part-time, Regular and Substitute, 960 maximum)

The Cosumnes CSD Parks and Recreation Department is looking for individuals committed to building community as part of our award winning team. We recognize that our success directly depends on the success of our employees. If you enjoy working in a team-oriented, cooperative, challenging and rewarding environment, Cosumnes CSD may be the place for you.

**Salary:** **\$12.27/hr - \$15.66/hr.** This is a six step salary range with the typical pay starting at step one.

**Final Filing Date:** **Wednesday, February 4, 2015.** *The District reserves the right to change the date of the deadline without notice to the applicants.*

#### **THE POSITION**

The Cosumnes Community Services District is seeking qualified individuals to fill the position of Site Director in our Kid Central Before and After School Program. The Kid Central Before and After School Program is a recreation enrichment program located on or near elementary school campuses. The program offers structured fun, in a recreational environment. Daily activities include indoor and outdoor games, art and crafts, sports, fun clubs, homework time and time for free choice activities.

The Cosumnes Community Services District is seeking qualified individuals to fill the position of Site Director. Under general supervision, the Site Director plans, organizes, and directs recreation enrichment activities/programs at one site/facility within the assigned program area.

There are currently two (2) positions open; One (1) part-time regular and one (1) part-time substitute position. The part-time regular position requires candidates be available to work a minimum of 20- 30 hours per week. The part-time substitute position requires candidates to be available for anywhere between 16-22 hours per week. Both position are scheduled Monday through Friday, with shifts typically scheduled between 2:00 pm and 6:00 pm. *Scheduled hours may increase or decrease depending upon the needs of the program or department.*

#### **MINIMUM QUALIFICATIONS**

*Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:*

##### Education and Training:

- High school diploma or equivalent;
- Completion of twelve (12) semester units from an accredited college or university in a closely related field to which the position is assigned.

##### Experience:

- Eighteen (18) months of previous related work experience; or equivalent community/volunteer service in the field to which the position is assigned.

Special Requirements:

- Possession of, or the ability to obtain, First Aid and CPR/AED certification within the first thirty (30) days of employment; Certification must be maintained through employment;
- Must be 18 years of age or older.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

*Site Director is a classification used throughout the Parks and Recreation Department and may be assigned to any vacancy within that Department. Functions and responsibilities expected to be performed may vary depending upon assignment. The current vacancy is within the Youth Development division. The list established through this recruitment may be used to fill future vacancies.*

*The following are duties typical for the current vacancy. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Plans and directs a wide variety of recreational and educational activities for programs in the area to which the position is assigned;
- Provides a safe and clean environment with adequate supervision by implementing guidelines from CSD and Department policies and procedures manuals;
- Arrives on time and in proper attire/appearance as required by CSD guidelines;
- Accountable for all program participants during program hours;
- Monitors behavior of participants;
- Provides courteous and professional service to all program participants, facility users, CSD personnel and the public;
- Responsible for set up and clean up of program facility and equipment;
- Enforces rules and regulations of programs and facilities as mandated by CSD policies;
- Conducts work tasks safely and in compliance with Department safety standards and the CSD Injury and Illness Prevention Program;
- Follows cash handling procedures, ensuring policies are enforced and maintained;
- May be required to work shifts, weekends, and holidays;
- May perform duties in the absence of higher level workers as necessary.

**HOW TO APPLY**

The application and supplemental questionnaire may be downloaded from the Community Services District web site at [www.yourcsd.com/jobs](http://www.yourcsd.com/jobs). Applications and supplemental questionnaires may also be obtained from Human Resources between the hours of **8:00 a.m. and 5:00 p.m.**

Applications and supplemental questionnaires must be received at the following address no later than 4:30 p.m. on the final filing date. **No postmarks, faxes, or e-mails accepted.**

Cosumnes CSD Human Resources  
8820 Elk Grove Boulevard  
Elk Grove, CA 95624  
Tel: (916) 405-7190

**COMPLETING THE APPLICATION and SUPPLEMENTAL QUESTIONNAIRE**

Use only an official Cosumnes Community Services District application form and the supplemental questionnaire provided. Both the applications and supplemental questionnaire must be completed fully. Incomplete applications will be grounds for rejection and cannot be revised after submission. Resumes may be attached, but do not put "see resume" on application. **All statements made on the application or supplemental questionnaire are subject to investigation and verification. False statements will be cause for disqualification, or discharge from employment.**

## **THE PROCESS**

**Application/Supplemental Review**- Applications will be reviewed for possession of minimum qualifications and evaluated according to the essential functions of the job, and other needs of the position. All applicants will be notified as to the status of their application after review of all applications has been completed.

**Oral Panel Interview**- The most qualified candidates from the review may be invited to participate in an Oral Panel Interview which has been scheduled for February 17, 2015.

**Conditional Offer Procedures**- Candidates selected from the process may receive a conditional offer of employment contingent upon the successful completion of the following:

- ☐ **BACKGROUND CHECK**: A State of California, Department of Justice criminal background check;
- ☐ **DRIVING RECORD**: A State of California, DMV driving record printout will be required.

**Appointment Procedures**- Upon successful completion of the background check, candidates must complete the following before final appointment:

- ☐ **MEDICAL**: A clear drug screening will be required.

**Please Note**: Part-time employment with the District is on an "at-will" basis meaning the District or the employee may terminate employment at any time with or without cause.

## **RETIREMENT BENEFITS**

- Employees participate in the retirement portion of Social Security. As these part-time positions are limited to 960 hours per year, there are no CalPERS benefits with the current vacancies.
- All employees of the District participate in the Medicare portion of Social Security.

## **RIGHT TO WORK VERIFICATION**

Documentation verifying candidate's legal right to work in the United States will be required and shall be presented upon hire.

## **ABOUT THE CSD**

The Cosumnes Community Services District (CSD) is the one of the largest employers in the City of Elk Grove. As a Special District we have the honor of enhancing the lives of your local citizens. The CSD serves an estimated 183,000 south Sacramento County residents in a 157-square mile area. Its award-winning parks and recreation services – including the operation of 92 CSD parks – operate exclusively within the Elk Grove area of the District. The CSD provides fire protection and emergency medical services throughout the District, including for the cities of Elk Grove and Galt and unincorporated areas of south Sacramento County.

**THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS ANNOUNCEMENT MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**

*Cosumnes CSD is an equal opportunity employer. It is our policy to provide equal employment opportunities to qualified individuals without discrimination on the basis of race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetics, covered veteran/military status, marital status or any other status protected by federal or state law.*

