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**Hayward Area Recreation & Park District
Hayward, CA**

**Program Leader III - Arts
Salary Range: \$64,532.04 - \$78,439.08**

The Hayward Area Recreation and Parks District is seeking a dynamic and passionate Program Leader III to join our Arts team. The ideal candidate will have a strong background in studio arts and exceptional administrative skills, with the ability to prioritize, organize, and meet deadlines. This role focuses on arts education program planning and administrative duties, to seamlessly deliver high-quality, engaging and inclusive activities for the community. The candidate should be extremely detail-oriented and proficient in database maintenance and accurate with data entry, familiar with contract management, and comfortable with accounts payable processes. Strong communication skills are essential, as the candidate will be responsible for writing copy for the quarterly recreation guide and handling interactions with staff, instructors, and the public in a diplomatic way. While Spanish fluency is highly desired to better serve our diverse community, it is not required.

Key responsibilities will include:

- Planning, implementing, and evaluating a wide range of arts education programs and activities, with a focus on studio arts.
- Supervising and supporting arts instructors and contractors, ensuring they have the resources needed for success.
- Coordinating arts events, workshops, and classes, ensuring they align with community needs.
- Collaborating with schools, community organizations, and local artists to expand program offerings.
- Managing program inventory and supply purchases in coordination with studio specialists.
- Maintaining program records, preparing reports, and continuously evaluating program outcomes.
- Leading seasonal camp staff and problem-solving any issues that arise.
- Ensuring a safe, welcoming environment for all participants and staff.
- Addressing participant inquiries and concerns in a professional and timely manner.

This position is ideal for someone who excels in administrative roles, has a passion for arts education, and can effectively communicate with a diverse community. Spanish fluency is highly desired to enhance communication with our Spanish-speaking population.

Here are the details about the positions:

- Available Positions: 1
- SEIU Full-Time, Benefits Eligible, Non-Exempt Position
- Work Schedule: 40-hours per week, Monday – Friday. Some evenings and weekends required as needed.
- Work Hours: To be determined based on programming needs.
- Annual Salary: \$64,532.04/year - \$78,439.08/year
- Eligible for overtime for all hours worked more than eight (8) hours per day or forty (40) hours per week.

This posting may close at any time.

DEFINITION

Under direction, plans, coordinates, directs and implements a variety of District programs, events and activities within assigned program area or areas; plans, schedules and coordinates logistics; trains, leads and directs the work of subordinate staff and volunteers; performs difficult and complex support work related to District programs, events and activities; provides routine and moderately complex administrative support; assumes responsibility for site and/or program activities in the absence of a superior; and performs related work as required.

DISTINGUISHING FEATURES

This is the advanced level lead class in the Program Leader series. Incumbents in this class typically lead and direct the activities of subordinate staff within an assigned program area, but may also be assigned to perform difficult and complex support work within a program area.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Plans, organizes and leads program activities within an assigned program area.
2. Lead the work of subordinate staff and volunteers on regular and ongoing basis; provides staff training in a wide range of program areas.
3. Performs difficult and complex program activities; communicates with parents, participants, staff, and volunteers regarding program-related issues; takes action to resolve the issues based on District policy and procedure and within limits of authority.
4. Oversees and directs the preparation of buildings and facilities and the setting up of equipment for scheduled activities/events.
5. Inspects program areas and equipment and recommends maintenance and repair as needed.
6. Maintains records of participation and collects participant fees.
7. Oversees and directs the transportation, issuance, receipt and use of program

equipment and supplies; monitors equipment inventories and recommends procurement of items as needed.

8. Implements and monitors District procedures regarding the safety of participants.

9. Performs administrative duties such as phone and counter reception and registration processing, attending/scheduling staff meetings, recommending scheduling of staff, preparing reports, and monitoring expenditures.

10. Demonstrates cooperative behavior with colleagues, supervisors and the public at all times.

MINIMUM QUALIFICATIONS

Experience:

The equivalent of three years of full-time (or part-time equivalent) paid experience in the specific assigned program area. Specific areas of expertise may vary depending on program specialty.

Any equivalent combination of experience, training and/or education that provided the required knowledge, skills and abilities of the class as determined by the District is also acceptable.

License:

Must possess and maintain a valid Class C California driver's license.

Certifications:

Must obtain certification in First Aid and CPR from a recognized provider within six (6) months of employment and must maintain certifications thereafter as a condition of continued employment.

Certain positions may require that additional certifications be obtained.

Special Requirements:

- Must be at least 16 years of age. Candidates currently enrolled in high school must possess a valid work permit.
- Candidates 18 years of age or older must pass a fingerprint and/or background clearance prior to employment.
- May be required to work weekends, evenings and holidays.
- May be required to travel between various locations.
- Must be able to lift and carry items weighing up to 50 pounds.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND ABILITIES

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Principles and practices of leadership and supervision.
- Principles and practices of public relations.

- Principles and practices of complaint resolution.
- Policies, rules and regulations related to assigned activities.
- The care and proper use of program equipment, materials, and supplies.

Ability to:

- Plan, organize and implement programs and activities based on District rules, regulations, policies and procedures.
- Serve as a lead worker over subordinate staff and volunteers who are providing program services; arrange staffing schedules; provide training as needed; organize and direct work assignments; monitor performance.
- Work with adults, children and families to conduct, monitor and lead a variety of activities.
- Interpret District regulations and policies and monitor for compliance.
- Prioritize work assignments, meet deadlines and work effectively under pressure and with frequent interruptions; respond appropriately in an emergency situation.
- Understand and carry out oral and written instructions.
- Maintain discipline among program participants and observe safety precautions.
- Communicate effectively with a wide range of people.
- Make arithmetic calculations with speed and accuracy; prepare narrative and statistical reports.
- Respond appropriately to changing situations.
- Use computer hardware and software, including standard word processing, spreadsheet, calendar, email and internet software.
- Maintain the confidentiality of participant, parent, staff, and volunteer information.
- Maintain cooperative relationships with those contacted in the course of the work.