

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

Program Leader II - Special Needs
Salary Range: \$45,992.52 - \$55,904.28

Are you looking for a rewarding opportunity to work with our Special Needs Community? H.A.R.D. is currently in search of a Program Leader II to assist with programs and activities at the Sorensdale Recreation Center. The main objective of Sorensdale is to empower adults with intellectual disabilities, helping them achieve greater independence and develop a positive sense of self-worth.

We are specifically seeking an experienced and dependable individual to join our team. As a Program Leader II, you will have the responsibility of leading classes in various subjects, such as community outings and access, computers, vocational training, personal health and wellness, gardening, arts and crafts, and exercise. Our ideal candidate is a patient and compassionate individual who enjoys gardening, exercising, and bringing out the best in our participants. This position offers an excellent opportunity for those with experience and creativity to contribute to our team.

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 may be required.
- Work Hours: 8:30AM – 5:00PM
- Annual Salary: \$45,992.52/year - \$55,904.28/year
- Eligible for overtime for all hours worked more than eight (8) hours per day or forty (40) hours per week.

Filing Deadline for this position is July 29th. This posting may close at any time.

DEFINITION

Under general supervision, performs support work related to a variety of District programs, events and activities within assigned program area or areas; prepares buildings, fields and facilities for scheduled activities/events; provides routine administrative support; and performs related work as required.

DISTINGUISHING FEATURES

This is the intermediate level class in the Program Leader series. Incumbents in this class perform the full range of duties assigned to positions in the series with substantial independence.

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.

- Conducts, instructs and leads program activities within one or more assigned program areas, based on District rules, regulations, policies and procedures.
- May lead the work of less experienced staff and/or volunteers on specific activities or projects.

- Opens, secure and monitors buildings and other areas before and after program use, prepares facilities and sets up equipment for activities/events.

Inspects program areas and equipment and recommends maintenance and repair as needed.

- Helps maintain records of participation and collects participant fees.
- Transports, issues, receives and controls the use of program equipment and supplies; monitors equipment inventories and recommends procurement of items as needed.
- Implements and monitors District procedures regarding the safety of participants.
- Performs administrative duties such as phone and counter reception and registration processing.
- Assists in the planning and implementation of program activities.
- At all times, demonstrates cooperative behavior with colleagues, supervisors and the public.
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

Experience:

The equivalent of 6 months (1040 hours) of full-time paid experience in the specific assigned program area.

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:

- Policies, rules and regulations related to assigned activities.

- The care and proper use of program equipment, materials and supplies.

Ability to:

- Work with adults, children and families to conduct, monitor and lead a variety of programs and 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 basic arithmetic calculations with speed and accuracy; count money and make change.
- 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.