THE CITY OF OKLAHOMA CITY
invites applications for the position of:

RECREATION LEADER III (PART-TIME/YEAR-ROUND)

SALARY: $11.50 - $14.00 Hourly

OPENING DATE: 06/23/20

CLOSING DATE: 06/30/21 01:49 PM

DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:

NOTE: The normal starting salary for this position is $11.50/hr. A higher hourly rate may be considered, dependent on the qualifications and experience of the selected applicant.

This job classification has been designated as a safety sensitive job classification in accordance with the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S., § 427.1 et seq., (OSCN 2019), effective August 29, 2019. This means employees in this job classification can be subject to disciplinary action up to and including termination if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license.

This position is located in the Parks and Recreation Department is responsible for the overall leadership of a specific program within a recreation facility or athletic facility. **Typical duties include:** maintaining all necessary forms, paperwork and attendance records of participants; being on-site for all scheduled activities; distributing necessary paperwork to participants; acting as an on-site liaison to assist participants, spectators and program vendors; problem-solving, communicating and mediating (as needed) issues between participants and the general public; assisting with teaching skills, strategies and rules to participants; following through with inclement weather policy as needed; canceling program activities on-site when necessary and updating schedules and communications as appropriate, as well as immediate supervisor; attending to accidents and emergencies/crises; completing necessary reports for all incidents; consulting with supervisor as necessary on City, department, division policies and procedures; being available for all staff and participant meetings, and any additional program meetings; reporting any questions, concerns, programmatic information, emergencies, etc., immediately to the supervisor; maintaining on-going communication with supervisor regarding program status; scheduling contract, volunteer, ancillary, third party and/or lower-level part-time staff as necessary; maintaining cleanliness and order of the program area; inventorying and maintaining all program equipment; distributing and inventoring all equipment to participants; informing participants, recreation center staff and Recreation Coordinator of any changes in the program and/or schedule; assisting in the enforcement of program rules, emphasizing safety and sportsmanship; assisting in the recruitment, training and supervision of contract, volunteers, ancillary, third party and/or lower-level part-time staff as needed; distributing and collecting program evaluations; working cooperatively with all individuals within the program; assisting in the promotion and advertisement of the program through the development and distribution of program flyers, registrations, brochures, newsletters and calendars; developing and distributing promotional material; follow all cash handling procedures; CPR/First Aid Certified (or the ability to get certified within 60 days of hire).

OTHER NOTES:

NOTE: This position performs duties that may require local travel; therefore, a valid driver license (Operator) is require.
NOTE: This position will occasionally accept cash and make change; operate a concession stand or gift shop; and collect fees, admission tickets, and passes from patrons at various events or City facilities.

NOTE: Applicants must be at least 18 years of age at the time of application for part-time/seasonal employment and must pass a post-offer drug test and health screen as administered by the City of Oklahoma City.

NOTE: City employees are required to receive pay electronically, either via direct deposit or paycard.

NOTE TO FORMER EMPLOYEES: To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Personnel Department at (405) 297-2530. If your rehire status has been coded "Not Eligible", "Eligible 3" or "Conditional", you will need to request a review of your rehire status through the Personnel Department's Labor Relations Division.

NOTE: Upon a conditional offer and acceptance of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

NOTE: Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/physical examination and drug test.

NOTE: Completion of the supplemental questions is required. Responses to supplemental questions must be supported by work history/information listed on the application/resume.

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives by calling 405-297-2530.

Recruiter: RL

RECREATION LEADER III (PART-TIME/YEAR-ROUND) Supplemental Questionnaire

* 1. Can you perform the duties of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require a reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Personnel Department Representative by calling 405-297-2530.

☐ Yes
☐ No

* 2.
You must be at least 16 years old at the time you make application for certain part-time or seasonal jobs in the Parks and Recreation Department. You must be at least 18 years old at the time you make application for part-time employment in all other departments. This position requires you to be at least 18 years old at the time you make application. Are you:

- 16-17 years old
- 18-20 years old
- 21 years or older

* Please indicate your current driver license type.

- Class A CDL
- Class B CDL
- Class C CDL
- Class D Operators License
- None

* Please describe your experience developing and managing recreation and/or athletic programs. Include in your response your duties and responsibilities, examples of programs you have developed and managed, the program content, and the number of participants. Where and when did you obtain this experience? If you do not have this experience, type in N/A.

* Please describe your experience supervising and coordinating work distribution of lower-level part-time staff. Include in your response your duties and responsibilities, and where and when you obtained this experience. If you do not have this experience, type in N/A.

* Please describe your experience recruiting and/or training contract employees, volunteers, third-party and/or lower-level part-time staff. Include in your response your duties and responsibilities, and where and when you obtained this experience. If you do not have this experience, type in N/A.

* Please describe your experience developing program flyers, registrations, brochures, newsletters, and calendars, including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.

* Please describe your experience assisting in the enforcement of program rules, emphasizing safety and sportsmanship. Include in your response where and when you obtained this experience. If you do not have this experience, type in N/A.

* This position is responsible for accepting cash and monitoring the receipt of cash for program-related fees. Please describe your cash handling experience including your specific duties. If you do not have this experience, type in N/A.

* Please rate your verbal communication skills on a scale of 1 to 10 with 10 representing excellent communication skills. Give examples from your work experience that demonstrate the accuracy of your rating.

* This position is required to maintain the recreation center/facility by performing custodial tasks, some of which are less desirable to perform than others, such as taking inventory of equipment and supplies, storing equipment and supplies after use, cleaning restrooms and changing areas, picking up trash, etc. Are you willing to perform these tasks?