EMPLOYMENT OPPORTUNITY

OUT-OF-SCHOOL TIME COORDINATOR
Salary: $22.20 - $25.70 per hour
Part-Time/Seasonal
OPEN UNTIL FILLED

CURRENT OPENING
The Capitola Recreation Department is currently accepting applications for the Out-of-School Time (OST) Coordinator for the OST program hosted at multiple sites within the City of Capitola, serving youth K to 8th grade. The OST Coordinator is a Part-Time/Seasonal position from August through June, not to exceed 960 hours in a calendar year.

GENERAL PURPOSE
Plans, organizes and coordinates OST programs, a recreation program for Soquel Union Elementary School District (SUESD) in response to the restricted school schedule caused by the COVID-19 pandemic, under the supervision of the Capitola Recreation administration. The OST Coordinator will: train, schedule and supervise OST staff; order and maintain equipment and supplies as related to the program; work with staff to plan, organize and implement activities; coordinate daily use and maintenance of utilized facilities; develop a weekly calendar of events; handle problems, complaints, and conflicts; complete all required paperwork; work closely with the Recreation Division’s administration.

REQUIRED QUALIFICATIONS
- Any combination of education and/or background in recreational or educational programs for children or teens
- Experience supervising staff and providing feedback for performance improvement
- Ability to understand and carry out oral and written directions
- Ability to implement COVID-19 protocols; which include health screening, face coverings, social distancing and sanitizing requirement.
- Ability to communicate effectively with children, parents, and provide direction for staff
- Ability to be flexible and adapt with changes in program
- Ability to follow the program guidelines and perform to standard
- A safe driving record as determined by the City’s Personnel Department
- Perform effectively in situations requiring disciplinary or emergency action;
- All applicants must be fingerprinted.
- Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.

DESIRABLE QUALIFICATIONS
- Ability to design and implement recreation programs
- Experience working in a classroom or tutoring
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills
• Possess a valid California driver’s license.
• Current Basic First Aid and C.P.R. certification or ability to obtain
• Training or experience in working with children with special needs.

SALARY/WORK SCHEDULE
Soquel Elementary school students will be attending in-person classes on an AM/PM schedule for 2.5 hours Tues – Friday. New Brighton Middle School students will be attending in-person classes on a block schedule of Tues & Thurs or Wed & Friday from 8:15am to 12:55pm and the remaining days expected to attend online. OST program will provide homework support, recreation activities and snack for K to 8th grade based on the school schedule and traditional work schedule of 8am to 6pm. Students will enroll in stable groups of 12 and Leaders will be assigned to work with a specific group and location. This position is expected to work about 40 hours per week.

APPLICATION PROCESS
Applications can be submitted to Nikki Bryant LeBlond at nbryant@ci.capitola.ca.us or the Recreation Department at the City of Capitola, 4400 Jade St, Capitola CA 95010. Please include resume, application, supplemental questions and any copies of certifications. An application may be obtained by going to the City’s website at www.cityofcapitola.org/cityadministration/page/capitola-job-applications.

SUPPLEMENTAL QUESTIONS
What experience do you have supervising staff, providing coaching and feedback?

The program will offer activities in a recreation tradition and of interest to middle school age youth. What special skills do you have that would support program offerings?

What experience do you have designing programs for youth?

What experience do you have facilitating youth leadership?

NOTIFICATION
If you have been selected for an interview for the position, you will be notified as soon as possible.

Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.

The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.