



4400 Jade St  
Capitola, California 95010  
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## **EMPLOYMENT OPPORTUNITY**

### **OUT-OF-SCHOOL TIME SENIOR LEADER**

Salary: \$18.26 - \$21.14 per hour

Part-time /Seasonal

OPEN UNTIL FILLED

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#### **CURRENT OPENING**

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

#### **DUTIES**

Under the supervision of the OST Coordinator, the OST Senior Leader will act as a team lead and activity leader for an OST program for Soquel Union Elementary School District (SUESD) in response to the restricted school schedule caused by the COVID-19 pandemic. OST Senior Leaders will work closely with other Leaders as a team for a group of 12 students. OST Senior Leaders will help design, organize, implement and supervise a variety of activities, including but not limited to sports, arts, technology, performance and youth leadership.

#### **REQUIRED QUALIFICATIONS**

- Any combination of education and/or background in recreational or educational programs for children
- Experience working in direct supervision and implementing activities for youth and teens
- Ability to implement COVID-19 protocols; which include health screening, face coverings, social distancing and sanitizing requirement.
- Ability to take initiative and make independent decisions
- Ability to be flexible and adapt to changes in program
- Ability to enthusiastically plan and lead activities
- Ability to communicate effectively with youth, parents and other staff
- Ability to understand and carry out oral and written directions
- Ability to perform effectively in situations requiring disciplinary or emergency action
- Ability to follow the program guidelines and perform to standard
- Must be 18 years of age or older
- 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**

- Current Basic First Aid and C.P.R. certification or ability to obtain
- A safe driving record as determined by the City's Personnel Department and ability to drive

- participants daily
- Experience working in a classroom or tutoring
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills
- 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 8<sup>th</sup> 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 between 15 and 40 hours per week depending on site assignment.

### **APPLICATION DEADLINE**

Applications can be submitted to Nikki Bryant LeBlond at [nbryant@ci.capitola.ca.us](mailto: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](http://www.cityofcapitola.org/cityadministration/page/capitola-job-applications).

### **SUPPLEMENTAL QUESTIONS**

What experience do you have in leadership?

What experience do you have working with youth, designing and leading activities?

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

### **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.**