



CITY OF GARDEN GROVE
Department of Human Resources
11222 Acacia Parkway
P.O. Box 3070
Garden Grove, CA 92842
(714) 741-5004

<http://ci.garden-grove.ca.us/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Day Camps & Parks (Recreation Specialist I)**

An Equal Opportunity Employer

SALARY

\$10.10 - \$11.40 Hourly

OPENING DATE: 02/17/15

CLOSING DATE: 03/09/15 12:00 PM

CITY AND JOB OVERVIEW:

The City of Garden Grove Community Services Department is now accepting on-line applications!

We are currently seeking enthusiastic individuals for part-time positions at our Day Camps and for our Atlantis Play Center. Work hours and schedules vary according to program and participant needs. The current vacancies are seasonal positions for Summer 2015 (June - August). All candidates must be at least 18 years old by May 30, 2015.

There are three rewarding and enjoyable positions to choose from, including:

Day Camp Counselor

Buena Clinton Day Camp Counselor

Atlantis Play Center Staff

EXAMPLE OF DUTIES

DAY CAMP COUNSELOR (RECREATION SPECIALIST I):

Recreation Specialists work with directors to plan, organize, implement, and supervise daily activities at a summer day camp or after school program designed for children ages 5 - 12.

BUENA CLINTON DAY CAMP COUNSELOR (RECREATION SPECIALIST I): :

The Buena Clinton Youth and Family Center provides free confidential programs and services to residents of the Buena Clinton Neighborhood and surrounding areas. Recreation Specialists work with the coordinator to plan and organize daily recreational activities for at risk youth grades 1-7.

ATLANTIS PLAY CENTER STAFF (RECREATION SPECIALIST I):

The Atlantis Play Center is a uniquely themed, enclosed play center for children and their parents

*Assignments and pay are dependent on experience.

REQUIREMENTS

DAY CAMP COUNSELOR:

Must be at least 18 years of age by May 30, 2015. Candidates should possess the desire to learn and lead others in games, arts and crafts and planned recreation activities. A valid California Class "C" driver's license and DMV H6 printout may be required.

BUENA CLINTON DAY CAMP COUNSELOR:

Must be at least 18 years of age by May 30, 2015. Candidates should possess the desire to learn and lead others in games, arts and crafts and planned recreation activities. Candidates should be comfortable working in a neighborhood setting and have experience working with at risk youth. A valid California Class "C" driver's license and DMV H6 printout may be required. Bilingual skills in Spanish are highly desirable.

ATLANTIS PLAY CENTER STAFF:

Must be at least 18 years of age by May 30, 2015. Candidates must be mature, responsible and enjoy working with children. Atlantis Play Center staff are responsible for conducting children's birthday parties, special events and activities; maintenance; and snack bar supervision. A valid California Class "C" driver's license and DMV H6 printout may be required.

***All candidates must provide valid Adult and Pediatric First Aid /CPR / AED certificate prior to May 14, 2015.**

OTHER IMPORTANT INFORMATION

Applications can be completed on-line at www.ci.garden-grove.ca.us by following the links: Most Requested > Jobs > Job Opportunities. Questions regarding how to file an application can be sent via e-mail to: ggjobs@ci.garden-grove.ca.us, or you may ask in person at the Human Resources Department located at City Hall, 11222 Acacia Parkway, Garden Grove, CA. City Hall hours are Mon-Thu, 7:30 a.m. to 5:30 p.m.; open Fri hours are 7:30 a.m. to 5:00 p.m.; we are closed every other Fri. City Hall will be closed on Friday, February 20, 2015 and Friday, March 6, 2015.

A completed on-line application is required for each position. Job applications must be completely filled out; a resume cannot be substituted for some of the information. Be sure to detail any education, training or other relevant coursework that would make you a particularly strong candidate. On-line application material is due by 12:00 p.m. on March 9, 2015.

We encourage candidates to submit all certificates with their online application. Candidates that do not submit certificates with their application must provide the required certificates by May 14, 2015.

Candidates will be notified of the exact date of the panel interview as the recruitment progresses. Candidates who may need accommodations during the selection process must call the Human Resources Department at (714) 741-5004 at least one week prior to any test dates.

* Regardless of the notification preference you selected when creating your application (i.e., phone, paper, email), applicants will receive communication through email ONLY. Applicants should be diligent in checking their email and spam mail as all notices regarding their status in the current recruitment will be emailed to them.

Candidates must also pass a Department of Justice Livescan, a pre-employment physical and drug screen prior to being hired. If you are under the age of 18, a parent must accompany you to these appointments.

For additional information, please call the Community Services Department at (714) 741- 5200.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://ci.garden-grove.ca.us/jobs>

OR

11222 Acacia Parkway
P.O. Box 3070
Garden Grove, CA 92842

Job #25035

DAY CAMPS & PARKS (RECREATION SPECIALIST I)

NH

Day Camps & Parks (Recreation Specialist I) Supplemental Questionnaire

- * 1. Will you be at least 18 years of age by May 30, 2015?
☐ Yes ☐ No
- * 2. If YES to the prior question, please provide your date of birth in the space provided below (mm/dd/yyyy). If NO to the prior question, please type "NA" in the space provided below.
- * 3. Please check the following positions you are interested in being considered for. If you are interested in being considered for more than one area, you may select more than one.
- ☐ Day Camp Counselor
 - ☐ Buena Clinton Camp Counselor
 - ☐ Atlantis Play Center Staff
- * 4. Do you have a valid Adult and Pediatric First Aid / CPR / AED certificate?
☐ Yes ☐ No
5. If no to prior question, will you be able to obtain a Adult and Pediatric First Aid / CPR / AED certificate prior to May 14, 2015?
☐ Yes ☐ No

* Required Question



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**INVITES APPLICATIONS FOR THE POSITION OF:
Sports (Recreation Specialist I)**

An Equal Opportunity Employer

SALARY

\$10.10 - \$11.40 Hourly

OPENING DATE: 02/17/15

CLOSING DATE: 03/09/15 12:00 PM

CITY AND JOB OVERVIEW:

The City of Garden Grove Community Services Department is now accepting on-line applications!

We are currently seeking enthusiastic individuals for part-time positions at our Sports Center. Work hours and schedules vary according to program and participant needs. The current vacancies are seasonal positions for the Summer 2015 (June - August). All candidates must be at least 16 years of age by May 30, 2015.

EXAMPLE OF DUTIES

SPORTS CENTER (RECREATION SPECIALIST I):

Recreation Specialists are responsible for officiating and/or score keeping youth sports for children in grades K - 8. Prospective officials will receive training, if needed.

There are also positions available at the Sports and Recreation Center. These positions monitor the daily operation of the center and its activities and programs, including maintaining and preparing the fields. Recreation Specialists provide friendly customer service, establish and maintain good community relations and ensure that center participants adhere to established rules and regulations.

*Assignments and pay are dependent on experience

REQUIREMENTS

Must be at least 16 years of age by May 30, 2015. Candidates must have a basic knowledge of a variety of sports, the ability to learn and explain rules, and a desire to work with children and adults. A valid California Class "C" driver's license and DMV H6 printout may be required.

Candidates must provide valid Adult and Pediatric First Aid CPR / AED certificate by May 14, 2015.

OTHER IMPORTANT INFORMATION

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Requested > Jobs > Job Opportunities. Questions regarding how to file an application can be sent via e-mail to: ggjobs@ci.garden-grove.ca.us, or you may ask in person at the Human Resources Department located at City Hall, 11222 Acacia Parkway, Garden Grove, CA. City Hall hours are Mon-Thu, 7:30 a.m. to 5:30 p.m.; open Fri hours are 7:30 a.m. to 5:00 p.m.; we are closed every other Fri. City Hall will be closed on Friday, February 20, 2015 and Friday, March 6, 2015.

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We encourage candidates to submit all certificates with their online application. Candidates that do not submit must provide the required certificates by May 14, 2015.

Candidates will be notified of the exact date of the panel interview as the recruitment progresses. Candidates who may need accommodations during the selection process must call the Human Resources Department at (714) 741-5004 at least one week prior to any test dates.

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Candidates must also pass a Department of Justice Livescan and a pre-employment physical and drug screen prior to employment. If you are under the age of 18, a parent must accompany you to these appointments.

For additional information, please call the Community Services Department at (714) 741- 5200.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://ci.garden-grove.ca.us/jobs>

OR

11222 Acacia Parkway
P.O. Box 3070
Garden Grove, CA 92842

Job #25036

SPORTS (RECREATION SPECIALIST I)

NH

Sports (Recreation Specialist I) Supplemental Questionnaire

* 1. Will you be at least 16 years of age by May 30, 2015?

☐ Yes ☐ No

* 2. If YES to the prior question, please provide your date of birth in the space provided below (mm/dd/yyyy). If NO to the prior question, please type "NA" in the space provided below.

* 3. Do you have a valid Adult and Pediatric First Aid / CPR / AED certificate?

☐ Yes ☐ No

4. If no to prior question, will you be able to obtain a Adult and Pediatric First Aid / CPR / AED certificate prior to May 14, 2015?

☐ Yes ☐ No

* Required Question



GARDEN GROVE

CITY OF GARDEN GROVE

Department of Human
Resources

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[grove.ca.us/jobs](http://ci.garden-grove.ca.us/jobs)

INVITES APPLICATIONS FOR THE POSITION OF:

Day Camp Lead/ Atlantis Lead / Buena Clinton Lead / Magnolia Park Lead (Recreation Specialist III)

An Equal Opportunity Employer

SALARY

\$13.60 - \$15.30 Hourly

OPENING DATE: 02/17/15

CLOSING DATE: 03/09/15 12:00 PM

CITY AND JOB OVERVIEW:

The City of Garden Grove Community Services Department is now accepting on-line applications for the position of Recreation Specialist III Lead. This is a seasonal position in the Community Services Department for the summer of 2015 (June - August).

The City of Garden Grove is a positive, team-oriented organization with a commitment to providing exceptional customer service to its community. Garden Grove is a friendly city, rich in diversity -- a city in a time of rapid community development and growth. If you would enjoy a busy, positive work environment and a chance to contribute to the quality of life for a whole community, this job may be the right fit for you.

EXAMPLE OF DUTIES

DAY CAMP LEAD:

- 1) Assist with the planning of staff schedules, assist in keeping camps on schedule and organize weekly camp excursions
- 2) Assist with keeping accurate records and documentation including expenditures, incident/accident paperwork, attendance, health forms, permission slips and supply logs
- 3) Assist with supervising, training and directing staff
- 4) Effectively handle parent inquiries and concerns; monitor camper behavior and assist sick or injured children as needed
- 5) Conduct regular inventory of supplies and equipment; place orders as needed
- 6) In the absence of the Coordinator, resolve problems and take appropriate actions in accordance with applicable policies and procedures

ATLANTIS LEAD:

- 1) Balancing daily totals and revenues received
- 2) Monitor park activity and ensure safety issues
- 3) Conduct regular inventory of supplies and place orders for equipment and supplies as needed
- 4) Develop and inform staff of schedules
- 5) Delegate duties to appropriate staff

BUENA CLINTON LEAD:

The Center provides services to the residents of the Buena Clinton neighborhood and surrounding area. An ideal candidate demonstrates initiative in identifying and recommending improvements to programs, is self-motivated, able to demonstrate good judgment, and work efficiently with minimal supervision.

- 1) Provide daily activity planning and lead staff in providing children with a variety of play, crafts, and educational activities, including Buena Clinton Homework Club and Summer Programs
- 2) Keep accurate records and attendance tracking, collection of report cards, and incident / accident paperwork
- 3) Conduct regular inventory of supplies and place orders when needed
- 4) Maintain effective communication and excellent customer service to Buena Clinton residents, partner agencies, site supervisor, and other City staff. Resolve problems and take appropriate action in accordance with City policies and procedures
- 5) Provide a safe environment for children and staff; monitor participant behavior and assist sick or injured children

MAGNOLIA PARK LEAD:

- 1) Assess individual and family needs in order to provide appropriate resources and referrals
- 2) Promote program services and become aware of resources within the community by researching and conducting site visits with community partners
- 3) Collect and input required program data into a database; maintain required documentation and assist with clerical duties as assigned
- 4) Promote Family Resource Center services and programs by participating in community fairs and events, and conduct outreach to local schools and community organizations
- 5) Provide community resource information assistance to participants
- 6) Support Family Resource Center Coordinator with Center activities, services and programs

REQUIREMENTS

Candidates must be at least 18 years of age by first day of work. Candidates are required to possess a valid California Class "C" driver's license and a DMV 10-year driving history printout (DMV H6).

Candidates are required to provide a valid Adult and Pediatric First Aid / CPR / AED certificate prior to May 14, 2015.

****IMPORTANT - PLEASE READ****

In order to participate in the selection process, candidates must submit at the panel interview a valid DMV "H6" driver's license printout, which covers your 10-year driving history from the office of Department of Motor Vehicles (DMV). **Candidates must bring the DMV H6 report with them to the panel interview.**

An acceptable driving record is one that has three (3) or fewer DMV points issued within the past five (5) years, and no more than one (1) DUI within the past ten (10) years.

ONLY A VALID DRIVER'S LICENSE PRINTOUT RECEIVED FROM THE DMV OFFICE IS ACCEPTABLE. A MINIMAL FEE IS REQUIRED TO OBTAIN A DRIVER'S LICENSE PRINTOUT. A COMPLETE REPORT WILL INCLUDE THE WORD "END" AT THE END OF THE REPORT.

INCOMPLETE REPORTS WILL NOT BE ACCEPTED. ONLY THE ORIGINAL REPORT OR A PHYSICAL COPY OF THE ORIGINAL WILL BE ACCEPTED.

* INSURANCE COMPANY OR ONLINE PRINTOUTS ARE NOT ACCEPTABLE.

* The printout must have been issued between January 2015 and April 2015

Communicate clearly, over the phone and in person to provide friendly service to clients; establish and maintain cooperative relations with a diverse public and other City employees; learn and carry out office operations and procedures in an accurate and efficient manner; follow verbal and written directions given in English; maintain effective working relationships with others; operate standard office machines, including multi-line telephones, copiers, fax machines, and adding machines; perform basic mathematical calculations accurately; and occasionally move, lift, push or pull equipment or objects weighing up to 30 lbs.

Additional Requirements:

DAY CAMP LEAD: Candidates must be available to work 6:30 a.m. to 6:00 p.m. on weekdays and some weekends. Previous experience supervising and directing part-time staff is desirable.

ATLANTIS LEAD: Candidates must be available to work 9:00 a.m. to 5:00 p.m. and on weekends; schedules will vary.

BUENA CLINTON LEAD: Candidates enrolled in an accredited college or university with a coursework emphasis in Human Services or other related field is desirable. Candidates with previous experience working with at risk youth with diverse backgrounds, supervising staff, and ability to speak Spanish, are highly desirable.

MAGNOLIA PARK LEAD: Candidates must be available to work 9:00 a.m. to 1:00 p.m. weekdays. Candidates enrolled in an accredited college or university with a coursework emphasis in Human Services or other related field is desirable. Candidates with previous experience working with at risk youth, and ability to speak Spanish, are highly desirable.

OTHER IMPORTANT INFORMATION

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We encourage candidates to submit all certificates with their online application. Candidates that do not submit certificates prior to May 14, 2015.

Candidates will be notified of the exact date of the panel interview as the recruitment progresses. Candidates who may need accommodations during the selection process must call the Human Resources Department at (714) 741-5004 at least one week prior to any test dates.

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Candidates must also pass a Department of Justice Livescan, a pre-employment physical and drug screen prior to being hired. If you are under the age of 18, a parent must accompany you to these appointments.

For additional information, please call the Community Services Department at (714) 741- 5200.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://ci.garden-grove.ca.us/jobs>

OR

11222 Acacia Parkway
P.O. Box 3070
Garden Grove, CA 92842

Job #25043

DAY CAMP LEAD/ ATLANTIS LEAD / BUENA CLINTON LEAD /
MAGNOLIA PARK LEAD (RECREATION SPECIALIST III)

NH

Day Camp Lead/ Atlantis Lead / Buena Clinton Lead / Magnolia Park Lead (Recreation Specialist III) Supplemental Questionnaire

* 1. Which positions do you wish to be considered for?

- ☐ Day Camp Lead
- ☐ Atlantis Lead
- ☐ Buena Clinton Lead
- ☐ Magnolia Park Lead

2. Are you available to work weekends?

- ☐ Yes ☐ No

* 3. Do you have a valid Adult and Pediatric First Aid CPR/AED certificate?

- ☐ Yes ☐ No

4. If no to prior, question will you be able to obtain a Adult and Pediatric First Aid CPR/AED certificate?

- ☐ Yes ☐ No

* 5. Do you currently possess a valid California Class "C" driver's license?

- ☐ Yes ☐ No

* 6. If your invited to the panel interview, will you be able to submit a valid DMV H6 driver's license printout at your panel interview?

- ☐ Yes ☐ No

* Required Question



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<http://ci.garden-grove.ca.us/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Lifeguard (Recreation Specialist II)**

An Equal Opportunity Employer

SALARY

\$11.70 - \$13.20 Hourly

OPENING DATE: 02/17/15

CLOSING DATE: 03/09/15 12:00 PM

CITY AND JOB OVERVIEW:

The City of Garden Grove Community Services Department is now accepting on-line applications for the position of Lifeguard (Recreation Specialist II).

We are currently seeking enthusiastic individuals for a variety of part-time positions. Work hours and schedules vary according to program and participant needs. The current vacancies are for Summer 2015 (June - August). All candidates must be 16 years of age by May 30, 2015.

EXAMPLE OF DUTIES

LIFEGUARD (RECREATION SPECIALIST II)

Lifeguards are responsible for supervising the swimming pool and swimming pool deck, enforcing regulations, performing rescues, and providing minor pool maintenance.

* Assignments and pay are dependent on experience

REQUIREMENTS

LIFEGUARD:

Lifeguards must be at least 16 years old by May 30, 2015 and possess the following valid certificates by May 14, 2015:

- 1) Lifeguarding Certificate
- 2) CPR/AED for Professional Rescuer/Health Care Provider with First Aid Certificate

LIFEGUARDS MUST POSSESS KNOWLEDGE OF:

Proper aquatic safety; development and monitoring of swimming programs and lessons; CPR; First Aid; and customer service techniques and principles.

OTHER IMPORTANT INFORMATION

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A completed online application is required for each position. Job applications must be completely filled out; a resume cannot be substituted for some of the information. Be sure to detail any education, training or other relevant coursework that would make you a particularly strong candidate. Online application material is due by 12:00 p.m. on March 9, 2015.

We encourage candidates to submit a Lifeguarding Certificate, CPR / AED for Professional Rescuer/Health Care Provider with First Aide Certificate with their online application. You may submit certificates with your online application as an attachment. Candidates that do not submit certificates must provide the required certificates by May 14, 2015.

If you are under 18 years of age and are enrolled in high school, you **MUST** obtain and submit a valid work permit prior to employment. Additional information regarding this process will be supplied to candidates being hired.

Candidates will be notified of exact dates of the panel interview as the recruitment progresses. Candidates who may need accommodations during the selection process must contact Human Resources Department at (714) 741-5004 at least one week prior to any test dates.

Candidates must also pass a Department of Justice Livescan, pre-employment physical and a drug screen prior to employment. If you are under 18 years of age, a parent must accompany you to these appointments.

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For additional information, please call the Community Services Department at (714) 741-5200.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://ci.garden-grove.ca.us/jobs>

OR

11222 Acacia Parkway
P.O. Box 3070
Garden Grove, CA 92842

Job #25037
LIFEGUARD (RECREATION SPECIALIST II)
NH

Lifeguard (Recreation Specialist II) Supplemental Questionnaire

* 1. Will you be at least 16 years of age by May 30, 2015?

☐ Yes ☐ No

* 2. If YES to the prior question, please provide your date of birth in the space provided below (mm/dd/yyyy). If No to the prior question, please type "NA" in the space provided below.

* 3. Do you possess a valid Lifeguarding Certificate?

☐ Yes ☐ No

4. If you answered NO to the prior questions, will you be able to obtain a Lifeguarding Certificate prior to May 14, 2015 and provide a copy to the City as proof?

☐ Yes ☐ No

* 5. Do you possess a valid CPR / AED for Professional Rescuer / Health Care Provider with First Aid Certificate?

☐ Yes ☐ No

6. If you answered NO to the prior questions, will you be able to obtain a CPR / AED for Professional Rescuer / Health Care Provider with First Aid Certificate prior to May 14, 2015 and provide a copy to the City as proof?

☐ Yes ☐ No

* Required Question



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<http://ci.garden-grove.ca.us/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Instructor Guard (Recreation Specialist III)**

An Equal Opportunity Employer

SALARY

\$13.60 - \$15.30 Hourly

OPENING DATE: 02/17/15

CLOSING DATE: 03/09/15 12:00 PM

CITY AND JOB OVERVIEW:

The City of Garden Grove Community Services Department is now accepting on-line applications for the position of Instructor Guard (Recreation Specialist III).

We are currently seeking enthusiastic individuals for a variety of part-time positions. Work hours and schedules vary according to program and participant needs. The current vacancies are seasonal positions for Summer 2015 (June - August). All candidates must be at least 16 years old by May 30, 2015.

EXAMPLE OF DUTIES

INSTRUCTOR GUARD (RECREATION SPECIALIST III)

Instructor Guards are responsible for providing swim instruction, supervising the pool, enforcing regulations, performing rescues, and may also provide minor pool maintenance.

*Assignments and pay are dependent on experience

REQUIREMENTS

INSTRUCTOR GUARD:

Instructor Guards must be at least 16 years of age by May 30, 2015 and must possess the following valid certificates by May 14, 2015:

- 1) Lifeguarding Certificate
- 2) Water Safety Instructor (WSI) Certificate
- 3) CPR / AED for Professional Rescuer/Health Care Provider with First Aid Certificate

INSTRUCTOR GUARDS MUST POSSES KNOWLEDGE OF:

Proper aquatic safety; development and monitoring of swimming programs and lessons; CPR; First Aid; and customer service techniques and principles.

OTHER IMPORTANT INFORMATION

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We encourage candidates to submit a Lifeguarding Certificate, Water Safety Instructor (WSI) Certificate, CPR / AED for Professional Rescuer/Health Care Provider with First Aid Certificate with their on-line application. You may submit certificates with your on-line application as an attachment. Candidates that do not submit certificates must provide the required certificates prior to May 14, 2015.

If you are under 18 years of age and are enrolled in high school, you **MUST** obtain and submit a valid work permit prior to employment. Additional information regarding this process will be supplied to candidates being hired.

Candidates will be notified of exact dates of the panel interview as the recruitment progresses. Candidates who may need accommodations during the selection process must contact Human Resources Department at (714) 741-5004 at least one week prior to any test dates.

Candidates must also pass a Department of Justice Livescan and a pre-employment physical and drug screen prior to employment. If you are under the age of 18, a parent must accompany you to these appointments.

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OR

11222 Acacia Parkway
P.O. Box 3070
Garden Grove, CA 92842

Job #25038
INSTRUCTOR GUARD (RECREATION SPECIALIST III)
NH

Instructor Guard (Recreation Specialist III) Supplemental Questionnaire

* 1. Will you be at least 16 years of age by May 30, 2015?

☐ Yes ☐ No

* 2. If YES to the prior question, please provide your date of birth in the space provided below (mm/dd/yyyy). If NO to the prior question, please type "NA" in the space provided below.

* 3. Do you currently possess a Lifeguarding Certificate?

☐ Yes ☐ No

4. If no to the prior question, will you be able to obtain a Lifeguarding Certificate prior to May 14, 2015?

☐ Yes ☐ No

* 5. Do you currently possess a Water Safety Instructor (WSI) Certificate?

☐ Yes ☐ No

6. If NO to the prior questions, will you be able to obtain a Water Safety Instructor (WSI) Certificate prior to May 14, 2015?

☐ Yes ☐ No

* 7. Do you currently possess a CPR / AED for Professional Rescuer / Health Care Provider with First Aid Certificate?

☐ Yes ☐ No

8. If NO to the prior questions, are you able to obtain a CPR / AED for Professional Rescuer / Health Care Provider with First Aid Certificate prior to May 14, 2015?

☐ Yes ☐ No

* Required Question



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**INVITES APPLICATIONS FOR THE POSITION OF:
Community Service Coordinator (Pool Manager)**

An Equal Opportunity Employer

SALARY

\$22.74 - \$30.47 Hourly

OPENING DATE: 02/17/15

CLOSING DATE: 03/09/15 12:00 PM

CITY AND JOB OVERVIEW:

The Community Services Department is now accepting online applications for the part-time position of Community Service Coordinator as a Pool Manager in the Aquatics Division.

We currently have (1) part-time Community Service Coordinator (Pool Manager) vacancy. The current vacancy is a seasonal position for Summer 2015 (June – August.) The Community Service Coordinator (Pool Manager) typically works over 20 hours on weekdays from 8:00 a.m. to 7:00 p.m., and some weekends.

An eligibility list created from this recruitment may be used to fill future vacancies for this classification, so apply now!

EXAMPLE OF DUTIES

Under general supervision, the Pool Manager oversees the daily operations of one (1) of the pools operated by the Department for the Summer Aquatics Program. The Pool Manager will oversee and supervise other part-time staff, daily recreation swim and swim lesson programs, admissions, minor maintenance and janitorial as needed. The essential duties of the position include:

- 1) Develop staff schedules
- 2) Conduct daily checks of equipment for maintenance concerns
- 3) Conduct regular inventory of supplies & ordering equipment and supplies as needed
- 4) Collect, count and accurately reconciling daily revenue from customers
- 5) Effectively handle customer inquiries and concerns
- 6) Conduct and evaluating weekly safety drills
- 7) Assist with supervising, training and directing staff
- 8) Perform daily minor janitorial duties as needed

Communicate openly and effectively with everyone encountered in the course of the duties, including aquatics and clerical staff, supervisor and the general public

REQUIREMENTS

Candidates must have completed 60 semester units of college. Previous experience as an Instructor Guard, and / or supervision of part-time staff is highly desirable.

AGE

Must be at least 18 years of age by first day of work.

CERTIFICATES & LICENSES

Candidates must possess the following and submit by May 14, 2015:

- 1) Valid Lifeguarding certificate
- 2) Valid Water Safety Instructor (WSI) certificate
- 3) Valid CPR / AED for Professional Rescuers / Healthcare Providers with First Aid certificate
- 4) Valid California Class "C" driver's license
- 5) Valid DMV "H6" driver's license print out (due at the panel interview)

****IMPORTANT - PLEASE READ****

In order to participate in the selection process, candidates must submit at the panel interview a valid DMV "H6" driver's license printout, which covers your 10-year driving history from the office of Department of Motor Vehicles (DMV). **Candidates must bring the DMV H6 report with them to the panel interview.**

An acceptable driving record is one that has three (3) or fewer DMV points issued within the past five (5) years, and no more than one (1) DUI within the past ten (10) years.

ONLY A VALID DRIVER'S LICENSE PRINTOUT RECEIVED FROM THE DMV OFFICE IS ACCEPTABLE. A MINIMAL FEE IS REQUIRED TO OBTAIN A DRIVER'S LICENSE PRINTOUT. A COMPLETE REPORT WILL INCLUDE THE WORD "END" AT THE END OF THE REPORT. INCOMPLETE REPORTS WILL NOT BE ACCEPTED. ONLY THE ORIGINAL REPORT OR A PHYSICAL COPY OF THE ORIGINAL WILL BE ACCEPTED.

* INSURANCE COMPANY OR ONLINE PRINTOUTS ARE NOT ACCEPTABLE.

* The printout must have been issued between January 2015 and April 2015

KNOWLEDGE OF: Proper aquatic safety; development and monitoring of swimming programs and lessons, and customer service techniques and principles.

ABILITY TO: learn, develop and practice the techniques which foster successful aquatics programs; lead and work as part of a team to conduct aquatics programs to meet the needs of our community; effectively communicate and work with members of a diverse community, including City staff, volunteers, supervisors and residents; and follow written and verbal instructions.

OTHER IMPORTANT INFORMATION

Applications can be completed on-line at www.ci.garden-grove.ca.us by following the links: Most Requested > Jobs > Job Opportunities. Questions regarding how to file an application can be sent via e-mail to: ggjobs@ci.garden-grove.ca.us, or you may ask in person at the Human Resources Department located at City Hall, 11222 Acacia Parkway, Garden Grove, CA. City Hall hours are Mon-Thu, 7:30 a.m. to 5:30 p.m.; open Fri hours are 7:30 a.m. to 5:00 p.m.; we are closed every other Fri. City Hall will be closed on Friday, February 20, 2015 and Friday, March 6, 2015.

A completed on-line application is required for each position. Job applications must be completely filled out; a resume cannot be substituted for some of the information. Be sure to detail any education, training or other relevant coursework that would make you a particularly strong candidate. On-line application material is due by 12:00 p.m. on March 9, 2015.

We encourage candidates to submit a Lifeguarding certificate, Water Safety Instructor (WSI) certificate, CPR / AED for Professional Rescuers / Healthcare Providers with First Aid certificate with their application. You may submit the documents with your application online as attachments.

Candidates will be notified of the exact date of the panel interview as the recruitment progresses. Candidates who may need accommodations during the selection process must call the Human Resources Department at (714) 741-5004 at least one week prior to any test dates.

* Regardless of the notification preference you selected when creating your application (i.e., phone, paper, email), applicants will receive communication through email ONLY. Applicants should be diligent in checking their email and spam mail as all notices regarding their status in the current recruitment will be emailed to them.

Candidates must also pass a Department of Justice Livescan and a pre-employment physical and drug screen prior to employment. If you are under the age of 18, a parent must accompany you to these appointments.

For additional information, please call the Community Services Department at (714) 741- 5200.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://ci.garden-grove.ca.us/jobs>

OR

11222 Acacia Parkway
P.O. Box 3070
Garden Grove, CA 92842

Job #25042
COMMUNITY SERVICE COORDINATOR (POOL MANAGER)
NH

Community Service Coordinator (Pool Manager) Supplemental Questionnaire

- * 1. You must be at least 18 years of age by the first day of work. The first day of work is tentatively May 30, 2015. Will you be at least age 18 before May 30, 2015?
☐ Yes ☐ No

- * 2. If YES to the prior question, please provide your date of birth in the space provided below (mm/dd/yyyy). If NO to the prior question, please type "NA" in the space provided below.

- * 3. Do you currently possess a Lifeguarding Certificate?
☐ Yes ☐ No

- 4. If no to the prior question, will you be able to obtain a Lifeguarding Certificate prior to May 14, 2015?
☐ Yes ☐ No

- * 5. Do you currently possess a Water Safety Instructor (WSI) Certificate?
☐ Yes ☐ No

- 6. If NO to the prior questions, will you be able to obtain a Water Safety Instructor (WSI) Certificate prior to May 14, 2015?
☐ Yes ☐ No

- * 7. Do you currently possess a CPR / AED for Professional Rescuer / Health Care with First Aid Provider Certificate?
☐ Yes ☐ No

- 8. If NO to the prior questions, are you able to obtain a CPR / AED for Professional Rescuer / Health Care Provider with First Aid Certificate prior to May 14, 2015?
☐ Yes ☐ No

- * 9. Do you currently possess a valid California Class "C" driver's license?
☐ Yes ☐ No

- * 10. If your invited to the panel interview, will you be able to submit a valid DMV H6 driver's license printout at your panel interview?
☐ Yes ☐ No

- * Required Question

