

RECREATION LEADER PTU WORK ASSIGNMENT LOCATIONS

(RNS) RECREATION & NEIGHBORHOOD SERVICES PROGRAM DESCRIPTIONS

COMMUNITY CENTER OPERATIONS & FRONT DESK

Community Center Recreation Leaders provide exceptional customer service to community members wanting to learn more about City recreation programs and services. They greet new customers, research available classes, respond to customer inquiries, register participants, and perform basic health and safety patrols. Recreation Leaders will often multi-task and may also be responsible for basic office and computer tasks like data input, and creation of publicity materials.

COMMUNICATIONS TEAM

The Director's Office of Communications implements strategic outreach that is creative, articulate and cost-effective to "Build Community Through Fun." Your communications skills will contribute to the creation and activation of community-building places, programs and people. Help inform the public through community engagement, website management, graphic design, and writing.

DIGITAL ARTS PROGRAM (MAYORS GANG PREVENTION TASK FORCE, YOUTH INTERVENTION SERVICES)

The Digital Arts Program offers youth in gang-impacted San Jose neighborhoods the opportunity to learn and develop their creative skills in a variety of digital mediums. More specifically, the Digital Arts program is hiring for its Cam Theory program which is designed to teach youth the skills necessary to film, edit, and finally publish their original content.

NEIGHBORHOOD PARTNER & RENTALS PROGRAM

The Neighborhood Partner Program provides programming in select City of San Jose Community and Neighborhood Centers. Recreation Leaders assigned to the Neighborhood Partner Program can work in the following areas: after school youth and teen programs, senior nutrition, or citywide rentals. Rentals can vary in time and day and can be advantageous for an employee who wants to work extra hours in addition to their typical schedule.

PLACEMAKING TEAM

Placemaking programs include Viva CalleSJ which transforms miles of city streets into a park by closing them to cars, Viva Parks Neighborhoods which activates neighborhood parks with people focused programs, and Viva Parks downtown which is the department's revitalization program at St. James Park and Plaza de Cesar Chavez. Responsibilities include engaging with the general public as a

Placemaking Ambassador, setting up/breaking down equipment, coordinating with vendors on site, and canvassing/tabling.

SAN JOSE RECREATION PRESCHOOL

SJRP Recreation Leaders assist Class Instructors in supervising children in a classroom setting. They provide an engaging and supportive presence and help Class Instructors implement curriculum. Recreation Leaders should be energetic and comfortable working with young children.

SENIOR NUTRITION

Senior Nutrition Program provides nutritious meals to Older Adults 50+ at 13 community centers throughout the city. Recreation Leaders assist in serving well balanced meals that meet county health standards while simultaneously promoting continued social interaction and general health awareness.

SUMMER CAMPS

Recreation Leaders at summer camps are responsible for implementation of daily programming and supervision of youth participants. Camps run throughout the summer and feature fun games, team building sports, enrichment activities and field trips. Energetic and creative Recreation Leaders are needed to implement activities in Summer Camps.

THERAPEUTICS

Therapeutics Recreation Services supports individuals with disabilities by enhancing independence, improving social skills, and providing engaging community programs. Recreation Leaders will deliver excellent customer service to participants and assist in implementation of Therapeutics programming. Preferred Recreation Leaders will have some experience or knowledge of special needs populations.