



## EMPLOYMENT OPPORTUNITY

### RECREATION OFFICE PART-TIME RECREATION GROUP LEADER (Temporary/Seasonal)

The City of Oberlin Recreation Office is accepting applications for **Part-Time Group Leaders for Summer 2020**.

**Minimum Qualifications:** Must possess a High School Diploma or equivalent and have at least one or more years' experience working with children, adults, and/or seniors, or an equivalent combination of education and experience that provides the skills and abilities necessary to perform the job. Must have experience with a wide variety of recreational activities. Must have the ability to work with and motivate people. Must possess a genuine interest in the well-being of children, adults and seniors. Must be available to work weekdays, evenings and weekends, as assigned. Well-organized individual with the ability to work with a diverse population (must be able to exhibit respect for and sensitivity to all children, parents, and staff, in respect to their culture, disabilities, socio-economic background, sex, sexual orientation, religion, etc.). The position requires a valid state of Ohio driver's license and proof of current certification in CPR and First Aid (which may be obtained during on-the-job training).

**Starting Hourly Rate: \$12.50/Hour D.O.Q.**

Applications and full job description are available at [www.cityofoberlin.com](http://www.cityofoberlin.com) and at Oberlin City Hall (85 South Main Street, Oberlin, Ohio 44074).

**Applications may be returned via email to:**  
[hr@cityofoberlin.com](mailto:hr@cityofoberlin.com)

**Or mailed to:**  
City of Oberlin Human Resources Department  
85 South Main Street  
Oberlin, Ohio 44074

**CLOSING DATE: Monday, March 30, 2020 at 4:30pm**

*The City of Oberlin is a Drug-Free Workplace and an Equal Employment Opportunity employer.*

**CITY OF OBERLIN JOB DESCRIPTION**  
**Recreation Group Leader**

<b>Title:</b>	Recreation Group Leader	<b>Department:</b>	Administration, Recreation Division
<b>Supervisor:</b>	Recreation Superintendent; Recreation Coordinator; Site Supervisor	<b>Positions Supervised:</b>	Recreation Aides; Volunteers
<b>Status:</b>	Part-time	<b>Civil Service Status:</b>	Unclassified
<b>FLSA Status:</b>	Non-Exempt	<b>Exemption Category:</b>	N/A
<b>Bargaining Unit:</b>	N/A	<b>Pay Grade:</b>	Temporary, Seasonal
<b>Schedule:</b>	As assigned by Recreation Superintendent / Recreation Coordinator		

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General Statement of Duties:**

Assist in planning, implementation and leading of daily activities within Recreation Programs. May require some supervision and instruction of Recreation Aides and/or volunteers. Responsible for supervision of program participants. Responsible for supervising safe and appropriate play activities. Responsible for maintaining facilities and equipment. Required to assist with other events sponsored by the Oberlin Recreation Division (i.e. tournaments, festivals and community events). May be required to assist in the operation of concession stand. As a representative of the Oberlin Recreation Division, a uniform will be provided along with a work identification (ID) badge, which must be worn during working hours at all times. Will perform other duties as assigned.

**Minimum Qualifications:** Must possess a High School Diploma or equivalent and have at least one or more years' experience working with children, adults, and/or seniors, or an equivalent combination of education and experience that provides the skills and abilities necessary to perform the job. Must have experience with a wide variety of recreational activities. Must have the ability to work with and motivate people. Must possess a genuine interest in the well-being of children, adults and seniors. Must be available to work weekdays, evenings and weekends, as assigned. Well-organized individual with the ability to work with a diverse population (must be able to exhibit respect for and sensitivity to all children, parents, and staff, in respect to their culture, disabilities, socio-economic background, sex, sexual orientation, religion, etc.).

The position requires a valid State of Ohio Driver's License and proof of current certification in CPR and First Aid (which may be obtained during on-the-job training). Applicants under 18 must provide work permit. The position may require successful completion of additional pre-employment procedures. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

**Supervision:** Works under the supervision and direction of the Recreation Superintendent, Recreation Coordinator and/or Recreation Site Supervisor. May exercise supervision over Recreation Aide(s), and/or volunteers, as assigned.

**Job Duties:** *(Essential functions are identified by an "\*\*")*

- Plan, lead and teach various activities including, but not limited to, art, crafts, science, games, sports, theater, and music as directed by Site Supervisor \*
- Clean and set up all program areas, and clean and store equipment/supplies after completion of activities (may include sweeping and spot mopping, checking and cleaning bathrooms, wiping down and picking up materials on tables, etc.)\*
- Keep Recreation Site Supervisor informed of materials and supplies necessary to conduct programs\*
- Conduct regular safety checks of your area, and immediately report any problems that need to be corrected to your supervisor\*
- Maintain safety of children at all times\*
- Render first aid in case of injury\*
- Supervise and actively participate in group activities and serve as a positive role model for children at all times\*
- Work closely with other staff in an enthusiastic, cooperative and supportive manner, creating a team oriented environment
- Communicate effectively with co-workers, parents, and supervisors
- Assist in implementation of discipline plans with children
- Assist in the planning and implementing of daily activities
- Assist with the preparation and maintenance of required reports
- Attend required staff training and other meetings
- Possess the ability to move to a variety of sites as needed, and to work with staff as assigned by the Recreation Superintendent, Recreation Coordinator and/or Recreation Site Supervisor\*
- Represent the City of Oberlin Recreation Division in appearance, professionalism, and integrity\*
- Other duties as assigned

**Required Knowledge, Skills and Abilities:**

- Knowledge of the Recreational Program daily functions
- Ability to anticipate problems or issues
- Ability to establish and maintain effective working relationships with supervisor(s), co-workers, other City employees and members of the public
- Ability to provide effective customer service
- Ability to define problems, recommend effective solutions and draw valid conclusions
- Ability to communicate effectively
- Ability to demonstrate initiative in work environment

**Specialized Knowledge, Skills, and Abilities:** The Recreation Group Leader will be assigned to one or more programs, which require unique sets of knowledge, skills and abilities (KSAs). These KSAs can generally be acquired through on-the-job training, which occurs after the employee is hired.

**Licenses and/or Certifications:**

- Valid State of Ohio Driver's License
- Valid American Red Cross Certification in First Aid and CPR, or equivalent

**Work Environment and Equipment Utilized:** Work is performed in both indoor and outdoor environments, and may be noisy at times. Work requires active participation in program activities, with varying degrees of physical exertion. The employee may be required to sit or stand for extended periods of time, and perform routine physical tasks such as bending, squatting, lifting (<20lbs.) and reaching.

**City of Oberlin**

85 South Main Street

Oberlin, Ohio 44074

(P): (440) 775-1531

(F): (440) 776-4840

(E): hr@cityofoberlin.com



# EMPLOYMENT APPLICATION

**Position Applied For:** \_\_\_\_\_**Date of Application:** \_\_\_\_\_

***We consider applicants for all positions without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status, as long as they are able to perform the essential functions of the job with or without reasonable accommodation. We will not refuse to hire an applicant because of disability so long as the disabled applicant is qualified to perform the essential functions of the job with or without reasonable accommodation.***

(Please Print)

Last Name		First Name		Middle Name	
Address		City		State	Zip Code
Telephone Numbers Cell		Other (Please Specify) _____			
E-Mail Address*:					

***\*E-Mail Addresses will be used to notify you of the status of your application***Are you age 18 or over? ☐ Yes ☐ NoAre you employed now? ☐ Yes ☐ NoMay we contact your present employer? (ONLY upon establishing mutual interest) ☐ Yes ☐ No

On what date would you be available for work? \_\_\_\_\_

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ TemporaryDo you currently possess a valid Ohio Driver's License? ☐ Yes ☐ NoDo you currently possess a valid Commercial Driver's License (CDL)? ☐ Yes ☐ NoIf yes, please complete the following: CDL Class: ☐ Class A ☐ Class B ☐ Class C

Endorsements / Restrictions: \_\_\_\_\_

Has your driver's license ever been suspended because you operated a motor vehicle while under the influence of alcohol or drugs? ☐ Yes ☐ No

## Education

	High School or GED				Undergraduate College/University				Graduate/ Professional			
School Name and Address												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Describe any specialized training, apprenticeship, skills, and extra-curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

*(Educational level will be considered only to the extent a particular level of educational achievement is necessary for successful job performance.)*

### List professional, trade, business, or civic activities and offices held.

*You may exclude memberships which would reveal gender, race, color, religion, national origin, age, ancestry, disability, political affiliation, or other protected status.*

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## References

### List three work references (not related to you) preferably in a supervisory role.

Name	Telephone Number	Position	Years Known
1. _____			
2. _____			
3. _____			

## Special Skills and Qualifications

Summarize any special job-related skills and qualifications acquired from employment, military, or other experience.

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# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, age, ancestry, gender, national origin, disabilities, political affiliation, or other protected status. If you need additional space, please continue on a separate sheet of paper.

**This section must be filled out, even if you are attaching a résumé!**

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for <u>WANTING</u> to Leave			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for Leaving			

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Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

If you have served in the U.S. Armed Forces, are you currently discharged from active duty? ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No  
(If you are hired by the City you must provide proof of your eligibility and any required documentation.)

## Applicant's Statement

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I, \_\_\_\_\_, understand that this is an application for employment and not  
(Print Applicant Name Here)  
an employment contract.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that the City may make a **thorough investigation of my entire work and personal history** and may verify all data given in my application for employment, related documents or interviews. **I authorize such investigation and release from liability any person(s) giving or receiving such information. I understand that falsification of data so given, or other derogatory information discovered as a result of this investigation, may prevent my being hired, or, if hired, may subject me to immediate dismissal.**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Initial

I understand that if the City offers me employment, **the offer of employment will be contingent upon me taking and passing a drug test** as a condition of employment, and further understand that I may be **required to submit to additional pre-employment testing as may be required for the job.**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Initial

I understand that if the City offers me employment, I am required to abide by all rules and regulations of the City, and that the City retains the right to establish, modify and change those regulations including those pertaining to scheduling, overtime and shift assignments. I understand that if hired by the City, my employment can be terminated by the City subject only to applicable laws and regulations.

I am aware **this application is a "Public Record"** as defined by Ohio Public Records law and will be treated in accordance with that law.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## EQUAL EMPLOYMENT OPPORTUNITY SURVEY

(Read information below)

*Please return this form with your completed application to the Human Resources Department in Oberlin City Hall at 85 South Main Street, Oberlin, Ohio 44074.*

Name: \_\_\_\_\_

(Please Print)

Gender: ☐ Male ☐ Female

Education Level: \_\_\_\_\_

(i.e. GED/High School, Some College, 2-year degree, 4-year degree, Master's Degree)

Race: ☐ Black (Non-Hispanic)

☐ White (Non-Hispanic)

☐ Hispanic

☐ Asian/Pacific Islander

☐ American Indian/Alaska Native

☐ Other: \_\_\_\_\_

Do you have a physical or mental disability? (*Answer is strictly voluntary*) ☐ Yes ☐ No

Job applied for: \_\_\_\_\_

Date: \_\_\_\_\_

Where did you learn about this job posting?

☐ College/School Employment/Guidance Office

☐ Cable TV

☐ I am a Current Employee

☐ Church: \_\_\_\_\_ (*Please Specify*)

☐ Internet

☐ Word of Mouth

☐ Newspaper or Prof. Journal Advertisement: \_\_\_\_\_ (*Please Specify*)

☐ Other: \_\_\_\_\_ (*Please Specify*)

In which City, Village, or Township do you reside? \_\_\_\_\_

*Thank you for your assistance*

## IMPORTANT INFORMATION

The data requested above will be kept strictly confidential and will **NOT** be a part of any personnel or job application records. This information will be accessible only to the Equal Employment Opportunity Officer and is being gathered in compliance with Federal Equal Employment opportunity regulations. It will be used to evaluate the City's policy of providing equal job opportunities to all applicants, and to respond to federal and state reporting requirements.

**SPECIAL NOTE:** Should you feel that you were discriminated against while seeking a particular job with the City of Oberlin, you are encouraged to file a written complaint to that effect with the Equal Employment Opportunity Officer.

**PLEASE COMPLETE THE INFORMATION ABOVE!**