City of Fullerton Invites Applications For

COMMUNITY SERVICES INSTRUCTOR SERIES

$9.00 TO $9.25 PER HOUR

Part-time – approximately 15-20 hours per week
(This is a Temporary/Non-Benefited/At-Will Position)

A completed City of Fullerton application must be submitted to the Human Resources Department. Applications will be accepted until a sufficient number of qualified applications have been received to fill existing vacancies.

POSITION

Under general or direct supervision, performs instruction of skills and techniques in a specialized recreational activity and performs related work as required.

QUALIFICATION GUIDELINES

Knowledge of: The particular activity/skill to be taught; instructional procedures and normal skill progression for the activity/skill to be taught; English usage and grammar and customer service techniques.

Ability to: Demonstrate personal and instructional skills in the activity to be taught; prepare lesson plans and conduct classes based on age and ability levels of participants; learn, understand and apply applicable policies and procedures; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of work; communicate effectively orally; transfer data from one form to another; read and write at the level required for successful job performance and meet the public with courtesy and tact.

Education/Training/Experience:

Community Services Instructor - Graduation from high school and one year of performing the skill or technique to be taught or a closely related skill/technique.

Senior Community Services Instructor - Graduation from high school and one year of study at an accredited college or university and two years of performing the skill or technique to be taught or a closely related skill/technique.

BILINGUAL SKILLS ARE HIGHLY DESIRABLE.

EXAMPLES OF DUTIES:

Community Services Instructor

Instructs children and adults in the basic skills and techniques of specialized activities to include gymnastics, dance, music and tennis; assists in or organizes and conducts tournaments, contests, clinics and exhibitions through which the skill taught or the level of achievement can be demonstrated; maintains records and prepares reports; maintains order in an instructional setting; provides information to the public; promotes the safety of all students/participants; lifts and carries a variety of equipment and supplies related to area assigned weighing 30 pounds or less; performs emergency cardiopulmonary resuscitation (CPR) and first aid as needed; assists in the set up of and participates in community-wide events and drives a vehicle on City business.

Senior Community Services Instructor

Include those items listed under "Examples of Duties" for Community Services Instructor plus the following: Instructs children and adults in the advanced skills and techniques of highly specialized activities; develops and maintains good community relations for assigned instructional areas and instructs and trains lower level staff for instructional purposes

SPECIAL REQUIREMENTS: Valid Class C California Drivers License and acceptable driving record at time of appointment and throughout employment in this series; must be able to work a flexible schedule to accommodate City needs to include weekends, holidays evenings and overtime; valid and appropriate CPR certificate and a valid and

appropriate first aid certificate within 60 days of appointment, issued by a source acceptable to the City and renewals as required depending on the area assigned; successful passage of a Parks and Recreation Department pre-employment screening process depending on the area assigned and current negative tuberculin test at time of appointment and additional tuberculin screening as required by the Parks and Recreation Department depending on the area assigned.

PHYSICAL REQUIREMENTS

Work is performed in a community center learning environment. Some work may be performed in an office environment. Office work may require sitting for periods of time. An incumbent drives a vehicle on City business, may be exposed to the elements and stand, kneel, crouch, twist, climb steps and sloping surfaces, reach, bend, walk or dance on slippery and uneven surfaces, grasp, push, pull, drag, lift and carry supplies and program equipment weighing 30 pounds or less. An incumbent performs emergency CPR and first aid and may be exposed to the blood and other bodily fluids of program participants. Depending on the area assigned an incumbent may also be exposed to dust and paint/glue fumes.

With or without reasonable accommodation, the Community Services Instructor must be able to meet the physical requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

ASSESSMENT PROCEDURE Applicants must be specific and complete in describing qualifications for the position. **BASED UPON THE INFORMATION PRESENTED ON THE APPLICATION**, those applicants possessing the most suitable qualifications will be invited to a written examination, performance examination, oral interview and/or other assessment instrument.

Please contact Aaron Orozco at the Parks and Recreation Department at 714-738-6575 if you have further questions with this recruitment.

NOTE:

All appointees will be fingerprinted. Fingerprints are verified with the Department of Justice.

New hires may undergo a drug screen.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide appropriate documentation and their status will be verified by the Social Security administration and, if necessary, the Department of Homeland Security using E-Verify.

All employees are registered as Disaster Service Workers. If a disaster occurs in the City, employees may be designated to work in any emergency assignment during disaster relief operations.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Visit www.ci.fullerton.ca.us for a complete job description.

Updated as of 04.18.13

Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Human Resources Department of any necessary accommodations at least 48 hours in advance.