



City of Garden Grove
Senior Recreation Specialist

SALARY	\$19.00 - \$28.07 Hourly	LOCATION	Garden Grove 92840 (City Hall), CA
JOB TYPE	Part-Time	JOB NUMBER	2024-056
DEPARTMENT	Community Services	OPENING DATE	03/01/2024
CLOSING DATE	3/27/2024 5:00 PM Pacific		

City and Job Overview

The City of Garden Grove is now accepting online applications for the position of
SENIOR RECREATION SPECIALIST

Deadline to apply for this recruitment is **Wednesday, March 27, 2024 at 5:00 p.m. PST**

Click here to apply online: [Join Our Team](#)
or Scan to apply online:



Under general supervision, Senior Recreation Specialists are responsible for the more routine aspects of planning, promoting, organizing, coordinating, and leading community programs and recreation services for customers of all ages and can be assigned to our Human Services or Recreation Services Divisions of our Community Services Department.

HUMAN SERVICES DIVISION

The City of Garden Grove Community Services division operates the Buena Clinton Youth & Family Center, the Magnolia Park Family Resource Center, and the H. Louis Lake Senior Center that all provide free to low cost programs and services to the residents of Garden Grove. Programs include activities, educational classes, counseling and support groups, volunteer opportunities, and wellness programs.

RECREATION SERVICES DIVISION

The City of Garden Grove Recreation Services division operates the Atlantis Play Center, Day Camp, Aquatics, and the Garden Grove Sports & Recreation Center, which all provide low cost recreation programs to the local community. Programs include seasonal recreational activities, swim lessons, day camp, playground amenities and reservations, and sports.

We currently have one (1) part-time, grant funded, non-benefitted opening at the Magnolia Park Family Resource Center that works approximately 20 hours per week, not to exceed 1,000 hours per fiscal year. This current vacancy is responsible for assisting in advocating for the expansion of the Family Resource Center (FRC) Community Engagement Advisory Council (CEAC) and Youth and Teen Group, programs and activities focusing on issues that affect the health, well-being, and public safety of residents in the FRC Community; coordinating and implementing Out-of-School (OST) activities for the Youth and Teen Group; overseeing community organizing, volunteer recruitment and training, and developing and implementing an outreach plan; and supporting local program in exploring donation and service opportunities for the FRC.

This recruitment will establish an eligibility list that may be used to fill this vacancy and future vacancies throughout the City within the next six months. So, we encourage all those who are interested in the Senior Recreation Specialist position to apply!

Essential Duties

Duties may include but are not limited to the following:

- Develop, coordinate, and lead recreation and community programs;
- Provide lead/direction to Recreation Specialists and Recreation Leaders;
- Serve as facility supervisor in absence of a Community Services Coordinator at the Community Meeting Center, H. Louis Lake Senior Center, Buena Clinton Family Resource Center, Magnolia Family Resource Center, Atlantis Recreation Center, and other sites;
- Coordinate facility scheduling and usage;
- Train part-time and volunteer staff;
- Assist customers by answering questions (including information and assistance to the general public regarding Center programs and activities), resolving scheduling issues, planning facility set-up for events, and coordinating vendors;
- Maintain confidential records and prepare written and oral reports;
- Assist with and make recommendations regarding program development and administration;
- Monitor and inspect facilities and recreational areas for safety hazards and adherence to safety standards;
- Issue and maintain playground, athletic and arts and crafts equipment and supplies, including conducting inventory and ordering replacements, as needed;
- Administer first aid when required;
- Collect and track payments for fee based programs and prepare monetary reports for reconciliation
- Prepare and distribute informational, marketing, and registration materials for programs and events and collect participant data;
- Ensure compliance with grant-funded programs through data collection and correspondence with City staff and program partners ;
- Work with City staff to provide support for community special events;
- Conduct community and staff meetings related to assigned programs;
- Perform other related duties as assigned.

Requirements

EDUCATION & EXPERIENCE:

Graduation from an accredited high school or successful completion of the General Education Development (G.E.D.) and one (1) year of experience planning, organizing and leading recreational, social, educational and community programs and events is required.

A Bachelor's degree in human services, psychology, social work or a related field from an accredited university is considered highly desirable.

KNOWLEDGE OF:

Recreational, educational and health-related programs and activities for diverse age groups; the rules and regulations governing competitive games and athletic activities; first-aid practices and techniques; basic facility management and building safety practices; gang dynamics and juvenile delinquency prevention techniques; the operation of general office equipment including MS Office; and general office duties.

ABILITY TO:

Relate well to individuals from diverse backgrounds, cultures, incomes, and educational levels; meet and deal tactfully and effectively with City staff, program participants, community partners, and the public; maintain confidentiality in matters of agency operations, personnel, and clients; gather and maintain adequate operating records and other documentation; understand and follow written and oral instructions; work quickly and effectively under minimal supervision; exercise sound

judgement within established guidelines; communicate in a clear, concise and effective manner both verbally and in writing; operate a computer.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbents in this classification speak clearly, hear normal conversation, stand, walk, sit and see small details. For some assignments, incumbents must be able to lift items weighing up to 50 lb.

WORK ENVIRONMENT:

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work both inside and outside, in direct contact with public and in vast temperature changes. This classification may regularly and frequently work evenings, nights, weekends and holidays.

OTHER REQUIREMENTS:

- Bilingual in Spanish, Vietnamese, or Korean is highly desirable
- Willingness and ability to work evenings, weekends, and holidays as needed
- Possession and retention of a valid California Class C driver's license

Other Important Information

HOW TO APPLY

Applications may be completed online by visiting www.ggcity.org/hr. Questions regarding this recruitment should be sent to ggjobs@ggcity.org.

Online application packet must include:

- a completed online application;
- a supplemental questionnaire

Job applications must be completely filled out; a resume cannot substitute for some of the information. Be sure to include any education, training or other relevant course work that would make you a particularly strong candidate.

Your application will be reviewed very carefully, and only those who appear to have the best qualifications will be invited to continue in the selection process. Meeting the minimum requirements does not guarantee an invitation to further testing.

THE SELECTION PROCESS

The selection process may consist of

- Oral panel interview - tentatively scheduled for April 16, 2024

Candidates who may need accommodations during the selection process must contact the Human Resources Department at ggjobs@ggcity.org at least one week prior to any test dates.

Regardless of the notification preference selected when creating the application (i.e., paper or email), **CANDIDATES WILL ONLY RECEIVE COMMUNICATION THROUGH EMAIL**. Candidates 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.

If there are any questions regarding this recruitment, please contact the Human Resources Department at ggjobs@ggcity.org.

NEPOTISM POLICY

The City has adopted a Nepotism Policy that may affect the status of a candidate's application. Please refer to the Garden Grove [Municipal Code 2.44.440 Nepotism Policy](#) for more information.

EQUAL OPPORTUNITY EMPLOYER

The City of Garden Grove is an Equal Opportunity Employer that does not discriminate on the basis of sex, race, color, marital status, religion, ancestry, national origin, medical condition, non-disqualifying disability, age, sexual orientation,

gender identify/expression, genetic information, military/veteran status, or other protected class covered by appropriate law.

DISASTER SERVICE WORKER

Per Government Code 3100, in the event of a disaster, employees of the City of Garden Grove are considered disaster service workers and may be asked to respond accordingly.

Benefits

FOR PART-TIME BENEFITED EMPLOYEES

HOLIDAYS: Up to 62.5 hrs. per year, 1/2 of each holiday

VACATION:

Accrues at the following rates:

- 40 hours upon completion of one (1) year
- 60 hours after one (1) year - 5 hours per month
- 72 hours after nine (9) years - 6 hours per month
- 84 hours after fourteen (14) years - 7 hours per month
- 105 hours after nineteen (19) years - 8.75 per month
- 123 hours after twenty-four (24) years - 10.25

HOLIDAYS: Up to 62.5 hrs. per year, 1/2 of each holiday.

SICK LEAVE: Accrues at the rate of four (4) hours with pay for each full calendar month of service.

INSURANCE: The City provides each eligible employee an allocation of \$136 per month that can be applied to the cost of medical insurance. All employee deductions for medical in excess of the City's allocation are done on a pre-tax basis. Part-time benefited employees may elect to enroll in a dental or vision plan.

RETIREMENT:

Tier I - Employees hired prior to January 1, 2013 are covered by the "2.5% at 55" single highest year option of the Public Employees' Retirement System (PERS) plan. Employees contribute eight percent (8%) of salary to PERS on a tax-deferred basis.

Tier II - Employees hired and enrolled into PERS after January 1, 2013 are covered by the "2% at 62" 3-year average option of the Public Employees' Retirement System (PERS) plan. Employees contribute half the normal cost to PERS on a tax-deferred basis.

DEFERRED COMPENSATION PLAN: Employees may contribute to a 457(b) account up to the maximum as determined by the IRS annually. There is no City contribution except for any remaining fringe benefit allocation monies.

FOR PART-TIME NON-BENEFITTED EMPLOYEES

RETIREMENT: Part-time employees participate in a deferred compensation package, which means that payroll retirement payments of 7 1/2% will be deducted from their pay and placed in a deferred compensation account, to be available after the employee leaves or retires. If the employee works in excess of 1,000 hours within a single fiscal year, the employee must then enroll in the Public Employees' Retirement System (PERS), instead of continuing in the deferred compensation program, as above. If this occurs, employees contribute half of the normal cost into PERS.

SICK LEAVE: Employees receive sick leave time in accordance with the California Health Workplace Healthy Family Act (AB1522).

FOR BOTH PART-TIME NON-BENEFITED AND BENEFITED EMPLOYEES

BILINGUAL PAY: Employees may receive \$2.50 per translation up to a maximum of \$40 per pay period if designated by department head and certified by Human Resources to use bilingual verbal and translation abilities for languages such as Spanish, Korean, Vietnamese, or other designated languages.

Agency

City of Garden Grove

Address

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

Phone

(714) 741-5004

Website

<https://ggcity.org/hr>

Senior Recreation Specialist Supplemental Questionnaire

*QUESTION 1

Please carefully read these instructions: Your responses to the supplemental questions below will be used to determine your qualifications for the position. You are required to answer ALL of the supplemental questions as truthfully and accurately as possible. Your responses to these questions are subject to verification and may be assessed in subsequent examination parts. Any sign of deliberate misinformation or intentional exaggeration will result in disqualification from this examination process.

Please indicate "Yes" to reflect that you have read and understand this information.

Please indicate "No" if you wish to voluntarily withdraw from the application process for this position.

- Yes
 No

*QUESTION 2

Please indicate the highest level of education you have completed.

- Some high school
 High school diploma or GED
 Some college coursework
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Ph.D.
 None of the above

*QUESTION 3

Please indicate if you have work experience in any of the following areas:

- Working with children and/or youth
 Sports or competitive activities
 Working with seniors
 Community centers or senior centers
 General recreation
 Education/educational activities
 Summer programs
 Special events/activities

- Cultural Arts
- Counseling/Crisis Intervention
- None

***QUESTION 4**

How many years of experience do you have planning, organizing and leading recreational, social, educational and community programs and events?

- I do not have experience in this area
- Less than 1 year
- 1 year but less than 2 years
- 2 years but less than 3 years
- 3 years or more

***QUESTION 5**

Please describe your experience planning, organizing and leading recreational, social, educational and community programs and events. Please write "N/A" if you do not have experience in this area.

***QUESTION 6**

Do you have experience working with youth and/or parents in organized settings?

- Yes
- No

***QUESTION 7**

Please describe your experience working with youth and/or parents in organized settings. Please write "N/A" if you do not have experience in this area.

***QUESTION 8**

Do you have experience facilitating group meetings?

- Yes
- No

***QUESTION 9**

Please describe your experience facilitating group meetings. Please write "N/A" if you do not have experience in this area.

***QUESTION 10**

Do you have experience facilitating trainings?

- Yes
- No

QUESTION 11

Please describe your experience facilitating trainings. Please write "N/A" if you do not have experience in this area.

***QUESTION 12**

Do you have experience making formal presentations?

Yes

No

***QUESTION 13**

Please describe your experience making formal presentations. Please write "N/A" if you do not have experience in this area.

***QUESTION 14**

Do you have experience forming partnerships with community organizations?

Yes

No

QUESTION 15

Please describe your experience forming partnerships with community organizations. Please write "N/A" if you do not have experience in this area.

***QUESTION 16**

The ability to read, write or speak Spanish, Vietnamese, or Korean is highly desirable, but not necessary to be successful in this position.

Of the following languages, please check all the languages in which you are fluent. (Being fluent is defined as having the ability to read, speak, or write a foreign language effectively and with relative ease).

Check all that apply.

Spanish

Vietnamese

Korean

None of the above

* Required Question