

RECREATION LEADER II - Theater Production Assistant

Part-Time, Temporary
\$16.50 - \$19.81 PER HOUR (DEPENDING ON EXPERIENCE)

The City of Pleasanton is seeking a Recreation Leader II to assist in creating theatrical productions. Under the supervision of the Recreation Coordinator, the Recreation Leader II may work 0-40 hours per week on a flexible schedule. The schedule includes a variety of weekday, weekend, and evening shifts. The selected employees must work less than 1,000 hours per fiscal year. The position offers no benefits but does contribute to Apple and Medicare. CPR and First Aid certifications are required (employees will be trained upon hire).

THE IDEAL CANDIDATE

- Knowledge of youth programs and the performing arts
- Provides excellent customer service, good oral communication skills, and maintains professional demeanor
- Experience in the use of theatrical equipment and supplies
- Experience assisting with program activities, leading program participants with courtesy, and resolving conflicts
- Knowledge of philosophy, objectives and requirements of theatrical arts
- Ability to communicate effectively and possess excellent interpersonal skills while interacting with program participants, co-workers, supervisors, and the general public.
- Must be able to squat, kneel, and lift 40 lbs

TYPICAL DUTIES

- Supervise and lead theater camp participants
- Work closely with the theater camp directors in production planning, prop acquisition, and maintenance of camp rosters and check-in/out procedures
- Facilitate theater activities according to prepared production schedule
- Assist with camp set-up, implementation and clean-up
- Attend mandatory trainings and staff meetings
- Interact and provide information to parents/guardians of participants and the public
- Administer first aid as required and maintain a safe program environment and facility
- Work effectively in a team environment

Applications will be reviewed as they are received. The most qualified applicants will be invited and take part in an interview process, date and time to be determined. Prior to starting employment, the selected applicants must provide a copy of a certificate showing that they have undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants under age 18 must provide a copy of a current work permit prior to starting employment. Applicants selected for the positions will be required to undergo and successfully pass a fingerprint checks by the City prior to starting employment.



THE CITY OF



Recreation Leader II - Theater

Application available at www.pleasantonjobs.org.

If you have questions about this position, you may contact Jeff Zavattero, Recreation Supervisor, at jzavattero@cityofpleasantonca.gov