



JOB DESCRIPTION

POSITION: PROGRAM SPECIALIST

WAGE:

PROGRAM SPECIALIST I - Activity Specialist I

\$12.00 - \$12.55 - \$13.13 - \$13.73 - \$14.37 PER HOUR

PROGRAM SPECIALIST II - Activity Specialist II

\$13.10 - \$13.71 - \$14.34 - \$15.01 - \$15.71 - \$16.44 - \$17.22 PER HOUR

PROGRAM SPECIALIST III - Activity Specialist III

\$14.31 - \$14.98 - \$15.67 - \$16.41 - \$17.18 - \$17.99 - \$18.84 PER HOUR

JOB DESCRIPTION

A Program Specialist will plan, prepare and instruct recreation activities. Activities may include art, cooking, dance, pre-school program and other program areas. Programs are designed for children ages 4–17 (primarily 5-12) years of age.

Art programs may include drawing, painting, pastels, ceramics, crafts, sculpture, photography, weaving, printing, calligraphy, quilting, anime/magna, cartooning, clowning, and theater.

Cooking programs may include instruction on safety, using proper equipment and supplies and creativity.

Dance programs may include ballet, tap, jazz, hip-hop, ballroom, folkloric, salsa, and rhythmic international styles.

Pre-school programs for classes for children ages 12 months to 6 years.

EXAMPLES OF DUTIES (These duties are a general description and are not all inclusive.)

- Develop and submit lesson plans including class content and material needs.
- Lead organized activities to develop and strengthen youth academic, recreational, and social skills.
- Plan lessons and activities so they are appropriate to students with various abilities.
- Ability to requisition supplies and/or purchasing program supplies within City guidelines
- Evaluate and provide constructive feedback on the activities, camps and events
- Conduct creative and safe class meetings; instruct students on the safe and proper use of supplies, tools, and equipment
- Participate in cleaning and maintaining the facilities and equipment
- Interact professionally and appropriately with parents, students and staff
- Communicate with supervisor regarding classroom needs
- Attend staff meetings and trainings
- Perform other duties as assigned

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by a program coordinator or Recreation Supervisor. The Program Specialist may supervise a part-time aide and/or "counselor in training" in a classroom environment in daily activities.

MINIMUM QUALIFICATIONS

- Different program areas will have different skills and knowledge requirements for the position; check with Recreation Supervisor. (For example: 6 ECE unites required for pre-school instructor)
- One school year teaching experience
- At least one year's experience working with children in an academic setting
- Must be willing and able to work days, nights, weekends, and holidays as required

REQUIREMENTS FOR EMPLOYMENT

- Must be able to handle sensitive and/or stressful situations or information with tact, discretion and significant awareness of confidentiality
- Must effectively communicate with adults and children from a variety of cultural backgrounds
- Willingness to comply with suspected child abuse reporting (11166.5 PC)
- Employees are required to be certified in Adult/Child CPR & First Aid from American Red Cross, American Heart Association or supervisor approved equivalent. Employees must be certified within 30 days of hire date or prior to the first day of work, whichever occurs earlier.
- Fingerprinting and TB test are required
- Must submit verification of legal right to work in the United States as a condition of employment

SELECTION PROCESS

Qualified applications will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations may include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

APPLICATIONS MAY BE OBTAINED AT

City of Fremont, Recreation Services Division
3300 Capitol Avenue, Building B, Fremont, CA 94538
Or www.fremont.gov

For further information regarding this position, please call (510) 494-4347

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON ANY BASIS.**

The Recreation Services Division will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.