

JOB ANNOUNCEMENT



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

MANAGER – EXPANDED LEARNING PROGRAM FULL TIME-EXEMPT + BENEFITS

DEADLINE FOR APPLYING: Monday, January 6, 2025

To apply online: <https://www.governmentjobs.com/careers/norfun/>. Requires a **District Employment Application** (resume's will be accepted only with a completed Application), **current DMV printout, Questionnaire**. Current employees contact the HR office for instructions on how to apply.

BASIC FUNCTION: Assists with the operation and management of the District's Expanded Learning program in partnership with Standard School District. Works closely with the site administration to align and coordinate expanded learning activities at the school site level assisting with planning, organizing, developing, and monitoring supplemental instruction, sports programs and enrichment opportunities for all students participating in the program in compliance with local, state, and federal requirements. Directly responsible for the supervision of assigned staff. Maintain a high level of ethical behavior and confidentiality of information about children and families.

STARTING RATE: Hourly: \$35.07 - \$38.67

Monthly equivalent: \$6,078 - \$6,702

MAXIMUM RATE: \$47.00

\$8,146

HOURS: 40 hours/week, typically Mon.-Fri., 9:30am – 6pm. Schedule can vary dependent upon program needs.

REPORTS TO: Director of Recreation

SUPERVISES: Asst. Site Manager, Program Leader

QUALIFICATIONS: Equivalent to a BA degree with a major in recreation, sport management, or closely related field. A minimum of three years' related experience, with at least two years in a supervisory capacity. Experience should demonstrate the ability to train and supervise people. Evidence of willingness and the ability to comply with the standards for ethical and professional performance established by the district policies. Or an equivalent combination of training and experience which provides the capabilities to perform the described duties. Must possess and maintain a valid California driver's license and present DMV printout when applying. An applicant's driving record must comply with District safety standards. Knowledge of public recreation principles and methods; personnel practices and supervision; computer programs including Microsoft Word, Excel, Access, and Outlook and Google platforms. Ability to supervise, evaluate, and direct the work of people serving in the program and willingly plan, lead, and /or participate in staff development; handle and safely respond to emergency situations in a calm and expedient manner; work effectively with students in a positive manner treating all children with dignity and respect and work cooperatively and interact with parents, school employees, and the community; plan, prioritize, and organize work to meet critical time deadlines, maintaining workload priorities and following oral and written instructions; work precisely with attention to detail and without immediate supervision; learn, interpret, and apply district NOR policies and regulations; work with diverse groups of people to promote team building and positive work environment; demonstrate integrity, initiative, emotional maturity, dependability, good judgment, and maintain a high level of ethical behavior and confidentiality of sensitive and privileged information; write memos, letters, reports, and business correspondence using proper English grammar, communicating clearly, effectively, and concisely in English in both oral and written form; effectively present and communicate information through a variety of forums; operate a variety of office equipment including a computer and assigned software including but not limited to new or updated web-based systems/computer systems/programs to apply to current work; to operate an automobile and provide own transportation (mileage will be reimbursed); read a map to find locations; occasional evenings and weekends dependent upon program needs; and meet the physical demands

and environmental conditions required by the position. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to correction and feedback from a supervisor.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon the following:

- Must submit to a fingerprint clearance through the Department of Justice.
- Must submit to a post offer medical exam, drug screen, and TB skin test.
- A valid CA Driver's License, (or obtain within 30 days of hire) and driving record must comply with District driving standards.
- Must submit verification of your identity and citizenship or legal right to work in the United States.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: School work environment. Work activities include sitting and/or standing for long periods of time, working on a computer, and operating standard office equipment; working outdoors in all weather conditions, or in other facilities that include a moderate noise level, lifting objects up to 50 pounds, carrying objects weighing up to 25 pounds; see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students; hear and understand speech at normal levels; and can include nights, weekends and/or holidays. Commutes by automobile and communicates with students, staff, school personnel, parents, and the public. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

QUALITY ASSURANCE: All employees are expected to provide outstanding customer service; serve the public and interact with co-workers and others in a positive, courteous, and professional manner; maintain a respectful attitude; and are responsible for the efficient and effective delivery of services. Supervisors will perform their supervisor duties to comply with district policies and state and federal personnel laws to create a cooperative, safe, respectful, and quality work environment.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties within the assigned areas: recruit, interview, assign, and train, program staff; supervise, oversee, and evaluate the program leaders in accordance with the district's policies and procedures, providing direct support to include coaching and disciplinary action and facilitating communication and resolve issues and concerns that may arise; accurately maintain all staff record and support, monitor, and approve staff timesheets; develop and implement strategies to support staff recruitment and retention including promoting job opportunities through various channels. Oversee program promotion efforts by creating and distributing marketing materials, coordinating outreach events, and ensuring effective communication with parents and guardians to enhance program visibility and engagement; collect and analyze program data and prepare and maintain necessary records and files relating to the program assuring records and files are in compliance; perform regular classroom observations and evaluate staff; promote positive behavior among all students as needed; regularly communicate, collaborate and maintain effective working relationships with NOR staff including direct supervisor and human resources; work collaboratively and maintain effective working relationships with all expanded learning staff including program leaders, site administration, participants and parents of the program; collaborate with site administration on facilities, school safety and addressing staff challenges and maintain consistent policies and procedures; seek out and develop relationships with community partners and enrichment providers; maintains a high level of ethical behavior and confidentiality of information about children; plan, lead, and/or participate in staff meetings and development activities as directed; attend scheduled ASES and ELOP meetings; and attend evening and weekend activities and meetings as appropriate; assure that NOR and program procedures are followed to safeguard the health and safety of all program staff; report accidents and unsafe conditions as they occur to both NOR and school district; perform duties with awareness of all NOR requirements and policies; represent area of responsibility at NOR management team meetings; assist other District staff as necessary or requested; maintain required training designated for position; work flexible non-traditional hours when necessary; travel locally and regionally as necessary to fulfill position requirements; complete special assignments and perform other duties as assigned.

FULL TIME BENEFITS INCLUDE:

- ◆ VACATION, SICK AND HOLIDAYS.
- ◆ MEDICAL, DENTAL, AND VISION INSURANCE
- ◆ CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CAL-PERS)
- ◆ GROUP LIFE INSURANCE
- ◆ TRAVEL INSURANCE
- ◆ DISABILITY INSURANCE
- ◆ WORK-LIFE BALANCE
- ◆ EMERGENCY TRAVEL
- ◆ SOCIAL SECURITY

AN EQUAL EMPLOYMENT EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Drive, Bakersfield, Ca, 93312 (661) 392-2000 www.norfun.org