

# Hayward Area Recreation and Park District Employment Opportunity

## Recreation Specialist III Senior/Active Adult Program

Pay classification III; \$17.15 – \$21.88 per hour/Part-time



### THE POSITION

Under the general supervision of the Recreation Supervisor and Recreation Coordinator, the Recreation Specialist III assists with the daily operations in the Senior Adult Programs at Hayward Area Senior Center, the Kenneth Aitken Senior and Community Center and additional Senior Satellite Locations.

### EXAMPLE OF DUTIES

- Work in the Spectrum Nutrition Program (set tables, serve meals and clean up)
- Work in the office and customer service area
- Process participant registration in Active.net System
- Process volunteer hours in Microsoft Access Database Program
- Create flyers, assist with promotion of programs
- Answer phones and schedule appointments
- Work closely with volunteers and provide proper training
- Work occasional special events, some weekends and evenings
- Provide excellent customer service
- Other duties as assigned

### MINIMUM QUALIFICATIONS

- At least 18+ years old and possess a high school diploma
- CA Food Handlers Certificate
- Negative TB Test
- Reliable form of transportation
- Ability to lift a minimum of 40 pounds
- Bi-lingual a plus, but not necessary

### KNOWLEDGE AND ABILITIES

- Ability to work independently with minimum supervision
- Experience working with senior adults and volunteers and maintain positive working relationships
- Dependable and reliable
- Computer Efficient (Microsoft Word, Excel, Publisher, Active.net System, Internet)
- Strong organizational and communication skills

### IMPORTANT INFORMATION

- Position open until filled
- All applicants must complete a H.A.R.D. application
- ADA please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date
- Submit applications in person or email [keid@haywardrec.org](mailto:keid@haywardrec.org)

### LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Proof of eligibility to work in the U.S.
- First Aid/CPR/AED certification
- Proof of negative TB Test.
- Possession of a valid driver's license
- Any offer of employment to an adult employee who will have direct contact with minors is conditional upon a satisfactory fingerprint clearance and background check (DOJ)
- Applications can be obtained:  
H.A.R.D. District Office  
1099 "E" Street, Hayward, CA  
94541- (510) 881-6700  
[HaywardRec.org/employment](http://HaywardRec.org/employment)

For more information, contact Recreation Supervisor at (510) 881-6768

H.A.R.D. IS AN EQUAL OPPORTUNITY EMPLOYER