The City of Pleasanton Human Services division seeks a part-time Recreation Leader III to assist with programs and operations at the Alviso Adobe Community Park for our Cultural and Environmental Education Program. Under direct supervision of the Recreation Supervisor, the Recreation Leader III may work approximately 10-15 hours per week on a flexible, year-round schedule. This position will develop and lead programming, provide customer service to the community, and secure and monitor historic facilities and museum. This position will be required to work weekends and evenings as needed.

THE IDEAL CANDIDATE

- Apply knowledge and base skills to articulate historic facts and relevance.
- Show interest in Pleasanton’s rich cultural and natural history and desire to interpret it to the public.
- Provide excellent customer service and perform all duties in a professional manner.
- Make independent decisions and use good judgment in applying City policies, rules and regulations.
- Establish and maintain working relationships with other City employees and the public.
- Communicate orally and in writing.
- Be reliable, courteous, responsible, friendly, diplomatic and punctual.
- Provide feedback and look for ways to improve and enhance the participant experience.

TYPICAL DUTIES

- Develop and lead natural and cultural history programs.
- Open and close park facilities; serve as the person-in-charge of the facility and activities in the absence of the supervisor.
- Greet the public, answer questions and provide information (via phone, e-mail, in person); conduct park tours as needed.
- Conduct research on Museum artifacts, programs, and events.
- Perform routine checks on facilities to ensure safe conditions are in place.
- Assist with maintaining department/program records.
- Maintain facilities for City programs and public use.
- Create marketing materials, including program flyers, newsletters, etc.
- Any other additional duties as assigned by supervisor.

Applications will be reviewed as they are received. The most qualified applicants will be invited and will 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 fingerprint checks and Covid test by the City prior to starting employment.

If you are interested in these positions, please complete the ‘Recreation Leader III Assistant Naturalist’ application available at www.pleasantonjobs.org.

If you have questions about this position, you may contact Zack Silva, Recreation Supervisor, at zsilva@cityofpleasantonca.gov.