



SUMMER JOB

Activity Coordinator Summer Day Care

\$14.08-\$14.78/hour (starting rate will depend on qualifications)
Part Time, Seasonal and Temporary, No Benefits

Job Description: Enthusiastic, motivated and mature individuals who enjoy working with school-age children are encouraged to apply. Under general supervision, the Activity Coordinator will plan, organize and implement an 8-week program to include a wide variety of arts and craft projects, sports, games, excursions, and special events at the Newark Community Center. The Coordinator will have daily and on-going communication with parents. In addition, this position supervises staff working in the program.

Qualifications: Two years prior experience working with school-age children required. Must possess a high school diploma or equivalent. Some college recreation classes or working toward a related degree is desirable.

Work Schedule: Must be available to work June 17-August 9, Monday-Friday, 40 hours per week with an additional 60 hours prior to June 17.

Selection Process: Oral Interview-Weighted 100%. Based on a review of qualifications, those applicants determined to be the most qualified will be invited to an Oral Interview. As part of the final selection process, the successful candidate will be required to complete a thorough background investigation and fingerprinting clearance. Selected candidate will be required to submit TB clearance at own expense prior to appointment.

Applications: Applications may be obtained from the HR Dept. 4th floor City Hall, 37101 Newark Blvd., Clark W. Redeker Newark Senior Center, 7401 Enterprise Drive, Silliman Activity & Family Aquatic Center, 6800 Mowry Ave., or online at www.newark.org

Filing Deadline: Position open until filled. Submit application to the Clark W. Redeker Newark Senior Center, 7401 Enterprise Dr.

For more information, call Karen Moraida at 510-578-4432.