



Community Services Department

2001 East Street Woodland, CA 95776 | Phone: (530) 661-2000 | WoodlandCSD@cityofwoodland.gov

The City of Woodland Community Services Department invites your application for

ACTIVITY MANAGER SUMMERTIME FUN CLUB/SUMMER TEEN PACK

Under direct supervision of the Special Program Coordinator, provides fun and safe activities for youth and teens.

EXAMPLE OF DUTIES OF ACTIVITY MANAGER SUMMERTIME FUN CLUB/SUMMER TEEN PACK

The following are typical examples of duties associated with this job class. This list is not exhaustive or limiting:

- ✓ Monitor a group of participants in grades 1-6 or 6 through 9.
- ✓ Provide oversight of Activity Leaders and volunteers.
- ✓ Direct arts and crafts activities, sports, games, drama, music, dance, and other activities as needed.
- ✓ Manage issues and discipline participants and staff when necessary.
- ✓ Enforce park rules and regulations.
- ✓ Follow city policies and procedures and complete other assigned duties.

QUALIFICATIONS

- Experience: Working with youth and/or teens in organized, well-structured activities.
- Knowledge of:
 - ✓ Appropriate and engaging participation activities for grades 1 through 6 or 6 through 9.
 - ✓ Emergency procedures, First Aid, and CPR. The Community Services Department offers a pre-summer certification class.
- Skill to:
 - ✓ Communicate clearly and concisely, both orally and in writing.
 - ✓ Apply First Aid/CPR methods and follow safety precautions related to assigned activities
- Ability to:
 - ✓ Plan and implement weekly calendars
 - ✓ Provide oversight of Activity Leaders and volunteers
 - ✓ Collaborate effectively with colleagues and engage positively with youth participants.
- Requirements High School diploma or equivalent. College coursework in Recreation, Child Development, Education, or a related field is preferred.
- Certificates: A standard First Aid Certificate and Community Cardiopulmonary Resuscitation (CPR) Certificate are required. Training opportunities are provided upon hiring.

SALARY SCHEDULE

\$18.00 - \$19.00 (hourly, depending on qualifications)

APPLICATION PROCESS

The City of Woodland's Community Services Department is accepting employment applications. The filing deadline for Special Program Coordinator positions is **April 4, 2025, at 4:00 pm**. Applications will be screened, and qualified applicants will be invited to an interview.

LIMITED POSITIONS AVAILABLE.

Applications must be submitted online or to the Woodland Community & Senior Center at 2001 East Street.

All of these positions are temporary part-time. **Temporary employees work no more than 960 hours in a Fiscal Year.**

The pay cycle is bi-weekly. No other benefits compensations are provided except for worker's compensation coverage and sick leave. Employees must contribute 1.45% of their salary to Medicare and 7.5% to a retirement plan under Federal Law.

**THE ABILITY TO SPEAK AND UNDERSTAND SPANISH IS A
DESIRABLE QUALIFICATION FOR ALL POSITIONS.**

The City of Woodland hires only US Citizens and aliens lawfully authorized to work in the United States.

The City of Woodland is an equal-opportunity employer.