



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.

EXPLORE-ASSISTANT SITE MANAGER

HOURLY PART TIME

Explore program is a FREE After School program, provided by Standard School District, in partnership with NOR, at Highland Elementary, Winland Elementary, Standard Elementary, and Standard Middle School. The program provides students in TK through 8th grades with homework help, STEAM activities (Science, Technology, Engineering, Art & Math), physical fitness activities, dance & drama activities, and a daily snack. Other examples of activities offered in the program include hands on science activities, talent shows, arts and crafts, sports, nutrition, recreational activities like speed cup stacking & golf, robots, computer coding, rocket building and much more. The program partners with many community organizations. Students build confidence, relationships, and skills.

DEADLINE TO APPLY: Open until filled.

To apply online: <https://www.governmentjobs.com/careers/norfun/> or submit to the Personnel Office located at the District's Administrative Center, 3825 Riverlakes Drive, Bakersfield, Ca., 93312, a District Employment Application (resume's will be accepted only with a completed Application).. Current employees can submit an Employee Job Interest Form and Questionnaire. The application or Job Interest form can be downloaded from the District's website at www.norfun.org, Human Resource, Current Opportunities or request from the Personnel Office at 392-2000.

BASIC FUNCTION: Supports the Explore Site Manager in overseeing the daily operations of the program and works closely with staff and students to ensure a safe, engaging, and educational environment. Helps implement activities, assists in supervising staff and administrative tasks, maintains a high level of ethical behavior and confidentiality; among other related duties as required.

JOB OPENINGS AND HOURS: School year and Summer school program, approximately 20 hours per week, Monday through Friday, typically 2pm – 6pm. Staff may occasionally be scheduled for Saturday Camps and professional development training and Open House events in the evenings (required dates are provided in advance).

HOURLY RATE: I - \$21.90; II – \$22.20, III - \$22.50

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

- A background investigation will be conducted to include fingerprinting with fingerprint clearance through the Dept. of Justice.
- Must submit evidence of a TB examination within the past 60 days from the date of hire and subsequent tests every 4 years.
- Must submit verification of your identity and citizenship or legal right to work in the United States.
- Must have required college units or have a paraprofessional certification, or the ability to pass a paraprofessional exam.

QUALIFICATIONS: Must be at least 18 years of age, high school diploma or GED, experience in working with children; and must have 48 college units or have a paraprofessional certification, or the ability to pass the paraprofessional test, that we provide, prior to hire. Or additional related work experience may be substituted for diploma or GED requirements and should demonstrate the knowledge, skills and ability to successfully perform the essential functions of the position. Some experience in increasing responsibilities leading or supervising others preferred. Minimum 1 year of instructional experience with school-age children in an instructional capacity is preferred. Knowledge of youth development. Ability to lead a crew, train, assign and direct the work of others; motivate staff and youth; deal tactfully with employees, participants and the general public; create lesson plans, teaching and implementation of quality programs for youth; assist with organization and supervision of members in a safe environment at all times; and pass mandatory CPR and First Aid Certifications. Ability to be sensitive, mature, and relate well to both children and adults; develop and maintain effective working relationships; communicate and follow instructions, both orally and in writing with participants, coworkers, District and school staff, management, and the public; lead participant activities; exercise sound judgment within District policy and maintain confidential information; comprehend, prepare and maintain clear and concise records and reports; and must be available during program hours and accommodate a flexible work schedule, evenings and weekends when needed. 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.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties:

- Assists Site Manager in providing leadership and builds a team to support the program's vision for participants.
- Assists in planning and executing daily activities and programs and ensures activities align with the educational and recreational goals of the program.
- Facilitates engaging and inclusive activities for students of various age groups.
- Supports the Site Manager in supervising program leaders and provides guidance and support to staff to ensure adherence to program policies and procedures.
- Monitor the site to ensure a safe and secure environment for all participants.
- Assist with administrative tasks such as record-keeping, inventory management, and reporting and maintains accurate records of attendance, incidents, and other relevant documentation.
- Support communication and foster positive relationships with parents/guardians, staff and students.
- Help manage program resources effectively.
- Provide feedback to the Site Manager on program effectiveness and areas for improvement.
- Participate and assist in planning and/or leading in regular staff meetings and professional development opportunities.
- May participate in special programs, trainings, and/or events
- Assume other duties as assigned.

QUALITY SERVICE / DISTRICT EXPECTATIONS OF THIS POSITION:

- Consistently reports to work on time prepared to perform job duties.
- Prioritizes and performs duties as workload necessitates.
- Communicates regularly with supervisor about program issues.
- Provides outstanding customer service.
- Maintains respectful attitude.
- Interacts with customers and co-workers in a positive and courteous manner.
- Responsible for the efficient and effective delivery of services.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work activities are performed in both indoor and outdoor school environments (dependent on specific activity). Required to talk in a clear voice and be able to hear well. The employee is often required to sit and use their hands and fingers, to handle, manipulate or feel. The employee is frequently required to stand, walk, reach with arms and hands, climb or balance, run, and to stoop, kneel, crouch or crawl for extended periods. Vision ability required by this job include close vision. Must be able to lift a minimum of 25lbs.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

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AN EQUAL OPPORTUNITY EMPLOYER

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

www.norfun.org

EXPLORE ASSISTANT SITE MANAGER SUPPLEMENTAL QUESTIONNAIRE

QUESTION 1

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal. (*Circle one*)

- A) Yes, I understand and agree
- B) No, I don not agree

QUESTION 2

If you do not have the required college units, have you passed a ParaProfessional exam or will you need to take the ParaProfessional exam? (*Circle one*)

- A) Taken exam
- B) Need to take exam
- C) Have college units

QUESTION 3

List any special licenses, certification and training courses.

QUESTION 4

Describe your experience overseeing other staff. Include information about the number of staff you led and the duties.

QUESTION 5

Describe your experience working with extended learning programs or schools, childcare, or youth programs. What was your role and responsibilities?

QUESTION 6

Describe any other experience working with children.



PERSONNEL OFFICE
3825 Riverlakes Drive, Bakersfield, California 93312
Office (661) 392-2000 www.norfun.org

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without regard to sex, marital status, race, age, creed, national origin, color, religion, mental or physical disability, veteran status, medical condition, sexual orientation or any other legally protected status.

POSITION APPLYING FOR:	TODAY'S DATE:
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HOW DID YOU HEAR ABOUT THIS JOB OPENING? Friend/Relative: _____ Walk-in Newspaper
 District Website Other internet site (please specify): _____ Other (please specify): _____

APPLICATION INSTRUCTIONS

- This application must be filled out completely.** Incomplete or illegible applications will be rejected. Applications must be received in the Personnel Office no later than the date and time noted in the job announcement.
- Notify the Personnel Office immediately if you have a change of address, phone, or employer.
- Resumes may be attached to application but are not to be substituted for completing any section of this application including writing "See Resume."
- You must submit any material that is required with your application. Any material submitted during the application process becomes the property of the District unless otherwise specified in the job announcement. Applicants who wish to retain copies must make their copies prior to submitting the materials.
- Please complete the attached Applicant Data Record. Avoid any other reference to religion, politics, race or nationality.
- A separate application is required for each position.
- Applicants meeting the minimum qualifications for the position will receive a supplemental questionnaire and/or will be contacted to proceed with the recruitment.

APPLICANT INFORMATION

PRINT NAME: _____ **HOME PHONE:** _____ **CELL PHONE:** _____
HOME ADDRESS: _____
Number Street City State Zip Code
E-MAIL: _____ **What's the best phone number to reach you at?**

The best number to reach you would be (check any that apply): Home ___ Cell ___ Business ___ E-mail ___

Availability for Employment: List the days and hours you are available to work.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are there any times that you are not available to work? Be sure to consider family vacations, summer school, etc.

Have you ever worked for North of the River Recreation & Park District? Y N | Have you ever applied for NOR? Y N
If yes to either of the above, list date(s): _____ What Position(s)? _____
List any different name(s) used: _____

Do you have any friends or relatives working for NOR? N Y Name(s) and relationship: _____

Are you over 18 years of age? Y N If under 18, can you, after an offer of employment, submit a work permit? Y N

Have you ever been convicted of any offense other than a minor traffic violation? Y N
If yes, briefly describe below, or on a separate piece of paper or complete the district's Conviction Review form and attach to this application.
(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

EDUCATION AND TRAINING

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Graduated: Yes No Passed GED Test: Yes No
Name / location of High School (City and State): _____

Colleges, Universities, Business or Trade Schools *List all applicable to this position.*

Name of School	Course Of Study	Years Completed	Degree Or Diploma

List additional training, skills, and extracurricular activities related to this position.

Certificates, Memberships, or Professional Licenses related to position (per CA H&S Code 124235, Youth Sports Positions must complete Concussion Training and provide documentation prior to start date):

EMPLOYMENT HISTORY (A RESUME WILL NOT BE A SUBSTITUTE FOR THIS SECTION)

Start with present or last job. **EXPLAIN ANY GAPS BETWEEN EMPLOYMENT.** Include military service assignments, volunteer activities, student period, or other special experience. Exclude organizations which indicate race, color, religion, sex, national origin or disability, or any other legally protected status. A resume may be attached, but will not be a substitute for the information required in this section.

How many years of experience do you have in relation to this position? PAID: # ____years OR UNPAID: # ____years

Employer	City, State, Phone #	Work Performed	Dates Employed	Reason for Leaving

If you have NO previous employment, please provide two adult references. (do not use family members for references)

Reference Name	Phone #	How do you know him or her?	For how long?
1.			
2.			

APPLICANT'S STATEMENT

Please read carefully

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District's designated representative.

I understand that a job offer would be contingent upon the following: I must submit proof of U.S. citizenship or legal right to remain and work in the United States and a criminal records check will be required through fingerprinting. I may be required to pass a physical examination and / or alcohol and drug screen.

I further understand, that I am required to abide by all rules and regulations of the District throughout my employment.

SIGNATURE OF APPLICANT: _____ DATE: _____

PERSONNEL USE ONLY:



APPLICANT DATA RECORD

To further its commitment to Equal Employment Opportunity, the District requests that applicants voluntarily provide the following information. This data will be kept in a confidential file separate from the Application for Employment solely for research purposes only to help us comply with government record keeping, reporting and other legal requirements. All information will be used in accordance with the state and federal regulations. Your cooperation in providing this information is essential to the success of the research and evaluation program.

Please print or type.

DATE: _____ POSITION APPLIED FOR: _____

AGE: _____ SEX: Male Female

RECRUITMENT RESEARCH: We would appreciate information on how you heard about this job opportunity in order to help us determine what the most effective recruitment source is. Please check one or more.

<input type="checkbox"/> Walk-In	<input type="checkbox"/> District Website: www.norfun.org
<input type="checkbox"/> Newspaper (please specify):	<input type="checkbox"/> Other Internet Site (please specify):
<input type="checkbox"/> District Employee - name:	<input type="checkbox"/> Job Fair/Recruiter – (please specify event):
<input type="checkbox"/> Friend or Relative - name:	<input type="checkbox"/> Employment Agency (please specify):
<input type="checkbox"/> School (please specify):	<input type="checkbox"/> Other (please specify):

EDUCATION: (Please check the highest level achieved)

- Not a High School Graduate
- High School Diploma/GED
- Some College: How many years: _____
- Bachelor's Degree: Major: _____

ETHNIC ORIGIN: (Please check one)

- White / Caucasian
- Black / African/American
- Hispanic
- Filipino
- American Indian / Alaskan Native
- Asian / Pacific Islander
- Other: _____