

JOB ANNOUNCEMENT



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.

SUPERVISOR – AFTERSCHOOL PROGRAM

FULL TIME-EXEMPT + BENEFITS

DEADLINE FOR APPLYING: Friday, September 30, 2022

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 DMV printout, Questionnaire. 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: Assists with the operation and management of the District's Afterschool program. Works closely with the site administration to align and coordinate expanded learning activities at the school site level assisting with planning, organizing, developing, and monitoring supplemental instruction, sports programs and enrichment opportunities for all students participating in the program in compliance with local, state, and federal requirements. Directly responsible for the supervision of assigned staff. Maintain a high level of ethical behavior and confidentiality of information about children and families.

STARTING RATE: Hourly: \$30.30 - \$33.40 pr/hr
Monthly equivalent: \$4,848-\$5,344
Annual equivalent: \$63,024 - \$69,472

MAXIMUM RATE: \$40.60 per hour
\$6,496 month
\$84,448 annually

REPORTS TO: Superintendent of Recreation and Community Services

SUPERVISES: Program Leaders

QUALIFICATIONS: Equivalent to a BA degree with a major in recreation, sport management, or closely related field. A minimum of three years' related experience, with at least two years in a supervisory capacity. Experience should demonstrate the ability to train and supervise people. Evidence of willingness and the ability to comply with the standards for ethical and professional performance established by the district policies. Or an equivalent combination of training and experience which provides the capabilities to perform the described duties. Must possess and maintain a valid California driver's license and present DMV printout when applying. Applicant's driving record must comply with District safety standards. Knowledge of public recreation principles and methods; personnel practices and supervision; computer programs including Microsoft Word, Excel, Access, and Outlook. Ability to supervise, evaluate, and direct the work of people serving in the program and willingly plan, lead, and /or participate in staff development; handle and safely respond to emergency situations in a calm and expedient manner; work effectively with students in a positive manner treating all children with dignity and respect and work cooperatively and interact with parents, school employees, and the community; plan, prioritize, and organize work to meet critical time deadlines, maintaining workload priorities and following oral and written instructions; work precisely with attention to detail and without immediate supervision; learn, interpret, and apply district NOR policies and regulations; work with diverse groups of people to promote team building and positive work environment; demonstrate integrity, initiative, emotional maturity, dependability, good judgment, and maintain a high level of ethical behavior and confidentiality of sensitive and privileged information; write memos, letters, reports, and business correspondence using proper English grammar, communicating clearly, effectively, and concisely in English in both oral and written form; effectively present and communicate information through a variety of forums; operate a variety of office equipment including a computer and assigned software including but not limited to new or updated web-based systems/computer systems/programs to apply to current work; to operate an automobile and provide own transportation (mileage will be reimbursed); read a map to find locations; occasional

evenings and weekends dependent upon program needs; and meet the physical demands and environmental conditions required by the position. 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.

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

- Must submit to a fingerprint clearance through the Department of Justice.
- Must submit to a post offer medical exam and a Drug Screen.
- A valid CA Driver's License, (or obtain within 30 days of hire) and driving record must comply with District driving standards.
- Must submit verification of your identity and citizenship or legal right to work in the United States.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: School work environment. Work activities include sitting and/or standing for long periods of time, working on a computer, and operating standard office equipment; working outdoors in all weather conditions, or in other facilities that include a moderate noise level, lifting objects up to 50 pounds, carrying objects weighing up to 25 pounds; see for purposes of reading laws and codes, rules and policies, and other printed matter and observing students; hear and understand speech at normal levels; and can include nights, weekends and/or holidays. Commutes by automobile and communicates with students, staff, school personnel, parents, and the public. 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.

QUALITY ASSURANCE: All employees are expected to provide outstanding customer service; serve the public and interact with co-workers and others in a positive, courteous, and professional manner; maintain a respectful attitude; and are responsible for the efficient and effective delivery of services. Supervisors will perform their supervisor duties to comply with district policies and state and federal personnel laws to create a cooperative, safe, respectful, and quality work environment.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties within the assigned areas: recruit, interview, assign, and train, program staff; supervise, oversee, and evaluate the program leaders in accordance with the district's policies and procedures, providing direct support to include coaching and disciplinary action and facilitating communication and resolve issues and concerns that may arise; accurately maintain all staff record and supports, monitors, and approves program leaders' timesheets; collect and analyze program data and prepares and maintains necessary records and files relating to the program assuring records and files are in compliance; perform regular classroom observations and evaluate program leaders; promote positive behavior among all students as needed; work collaboratively and maintain effective working relationships with all expanded learning staff including program leaders, site administration, participants and parents of the program; collaborate with site administration on facilities, school safety and addressing staff challenges and maintain consistent policies and procedures; seek out and develop relationships with community partners and enrichment providers; willingly plan, lead, and/or participate in staff meetings and development activities as directed; attends scheduled ASES meetings; and attends evening and weekend activities and meetings as appropriate; maintains a high level of ethical behavior and confidentiality of information about children; assure that NOR and program procedures are followed to safeguard the health and safety of all program staff; report accidents and unsafe conditions as they occur; maintain the required training designated for the position; represent area of responsibility at leadership team meetings; assist other District staff as necessary or requested; complete special assignment and perform other duties as assigned; travel locally and regionally as necessary to fulfill position requirements; work flexible non-traditional hours when necessary; and perform duties with awareness of all NOR requirements and policies.

FULL TIME BENEFITS INCLUDE:

- | | |
|---|------------------------|
| ◆ VACATION, SICK AND HOLIDAYS. | ◆ GROUP LIFE INSURANCE |
| ◆ MEDICAL INSURANCE | ◆ TRAVEL INSURANCE |
| ◆ DENTAL INSURANCE | ◆ DISABILITY INSURANCE |
| ◆ VISION INSURANCE. | ◆ WORK-LIFE BALANCE |
| ◆ CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CAL-PERS) | ◆ EMERGENCY TRAVEL |
| | ◆ SOCIAL SECURITY |

AN EQUAL EMPLOYMENT EMPLOYER

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

SUPPLEMENTAL QUESTIONNAIRE
SUPERVISOR – AFTERSCHOOL PROGRAM

Print Name: _____ **Date:** _____

GENERAL INFORMATION

The completion of this supplemental questionnaire is required for your application to be considered for this position and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

- 1. Describe your experience working with public education programs. Include experience collaborating with site administrators, operating programs at school sites, and working with students and parents. Include any experience in any role within a classroom. Please specify whether your experience is with elementary, junior high, high school, or different school group.**

- 2. Describe your experience working with afterschool programs or general sports programs. What was your role and responsibilities?**

3. Describe your supervisory experience overseeing staff. Include information about the number of staff you supervised, the duties you performed as a supervisor, and any experience with specifically supervising staff members that have operated under minimal supervision.

4. Describe your experience with developing partnerships and relationships with community partners and enrichment providers. Include how those partnerships benefitted or created a program.

5. Describe your experience planning and leading both small-scale and large-scale trainings for new and seasoned staff.

6. Describe your personal computer experience. List the different types of software you have used.



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

POSITION APPLYING FOR:

APPLICATION INSTRUCTIONS

- Your further consideration for the position will depend upon the accurate information you provide on this application regarding your ability to meet or exceed the minimum requirements of the position. **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.
- You must submit any documents required with your application, (i.e.: typing certificate, DMV printout). Any material submitted during the application process becomes the property of NOR unless otherwise specified in the job announcement. Applicants who wish to retain copies must make their copies prior to submitting the materials.
- RESUMES may be added, but may not be substituted for completion of this application.**
- Please complete the Applicant Data Record. Avoid any other reference to religion, race, nationality or any other legally protected status.
- A separate application is required for each position.

01/2018

PERSONAL INFORMATION

NAME: _____	APPLICATION DATE: _____
ADDRESS: _____	
<small>Number Street</small>	<small>City</small>
<small>State</small>	<small>Zip Code</small>
HOME PHONE: _____	BUSINESS/MESSAGE PHONE: _____
CELL PHONE: _____	E-MAIL: _____

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

Are you currently employed? Y <input type="checkbox"/> N <input type="checkbox"/>	May we contact your current employer? Y <input type="checkbox"/> N <input type="checkbox"/>
HOW DID YOU HEAR ABOUT THIS JOB OPENING?	
<input type="checkbox"/> Friend/Relative: _____	<input type="checkbox"/> District Website <input type="checkbox"/> Walk-in
<input type="checkbox"/> Other internet site	<input type="checkbox"/> Newspaper <input type="checkbox"/> Other (please specify): _____
What date are you available to work: _____ Are you available to work Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	
What days and hours are you available to work?	
Have you ever applied to, worked for, or volunteered with NOR? <i>If yes: state dates, positions and reason for leaving.</i> Y <input type="checkbox"/> N <input type="checkbox"/>	
(check all that apply) applied <input type="checkbox"/> Worked <input type="checkbox"/> Volunteer <input type="checkbox"/>	
List any different name(s) used: _____	
Do you have any friends or relatives working for NOR? If yes, state name(s) and relationship: _____ Y <input type="checkbox"/> N <input type="checkbox"/>	
If hired, would you have a reliable means of transportation to and from work? Y <input type="checkbox"/> N <input type="checkbox"/>	
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <i>If no, describe the functions that cannot be performed.</i> Y <input type="checkbox"/> N <input type="checkbox"/>	
<small>(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)</small>	
Are you at least 18 years old? (if under 18, if hired, you may be required to provide authorization to work) N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
Are you legally eligible to be employed in the United States? (proof of identity and eligibility will be required upon employment) Y <input type="checkbox"/> N <input type="checkbox"/>	
Have you ever been convicted of any offense other than a minor traffic violation? (Misdemeanor convictions for marijuana-related offenses that are more than two years old need not be listed.) Y <input type="checkbox"/> N <input type="checkbox"/>	
If yes, state nature of the crime(s), when and where convicted, and disposition of the case. Describe either below, on a separate piece of paper, or complete the District's Conviction Review form and attach to this application.	
<small>(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.)</small>	

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.

EMPLOYMENT HISTORY (A Resume will not be a substitute for completing the information required in this section)

List all present and past employment for the **last 7 years starting with your most recent employer**. Include military service, volunteer activities, student period, or other special activities and also include any periods of unemployment. Incomplete information may exclude you from further consideration.

How many years experience have you had that would qualify you for this position, PAID: _____ UNPAID: _____

If any employment was under a different name, indicate name: _____

1. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____
May we contact this employer? **Y** **N** **Later**

2. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____
May we contact this employer? **Y** **N** **Later**

3. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____
May we contact this employer? **Y** **N** **Later**

4. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____
May we contact this employer? **Y** **N** **Later**

Explain any gaps in work history:

Have you ever been discharged or asked to resign from a job? If yes, explain: _____ **Y** **N**

For additional experience, use an additional sheet of paper with the above information or complete the Additional Work Experience form

EDUCATION, TRAINING, AND EXPERIENCE

High School-highest grade completed: _____ Graduated: Y N GED: Y N Name & location: _____

COLLEGES, UNIVERSITIES, BUSINESS OR TRADE SCHOOLS **LIST ALL APPLICABLE TO THIS POSITION.**

Name, Address, City, State, Zip	Course Of Study	# of yrs completed	Degree Or Diploma OR # of units completed

ADDITIONAL INFORMATION

Other training, skills or experience **RELATED** to the position applied for: (computers, office machines, typing speed, foreign languages, special courses, machinery, etc...)

Professional License, Certificates, or Memberships **RELATED** to position: (Title/Registration #/Expiration Date) *(per CA H&S Code 124235, Youth Sports Positions must complete Concussion Training and provide documentation prior to start date):*

Have any of the licenses or certificates listed above ever been revoked or suspended? Y N

If yes, state reason(s), date of revocation or suspension and date of reinstatement:

State any additional information you feel may be helpful:

REFERENCES *List three persons not related to you who have knowledge of your work performance.*

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

First Name: _____ Last Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ No. of Years Acquainted: _____

PERSONNEL USE ONLY:

APPLICANT'S STATEMENT

Please read carefully and sign below

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, the undersigned applicant, 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 District. 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, also, that I am required to abide by all rules and regulations of the District throughout my employment. In addition, 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.

APPLICANT SIGNATURE: _____ **DATE:** _____

North of the River Recreation and Park District may conduct reference and employment verifications prior to an offer of employment. Please sign the Disclosure Authorization and Release form below. It will be used when former employers request employee authorization prior to releasing employment information.



North of the River
recreation and park district

3825 Riverlakes Drive, Bakersfield, CA 93312 (661)392-2000 www.norfun.org

DISCLOSURE AUTHORIZATION AND RELEASE

RE: REFERENCE CHECK FOR EMPLOYMENT

TO WHOM IT MAY CONCERN:

I have applied for employment with North of the River Recreation and Park District. I hereby consent to the release of any and all information regarding my employment, job performance and any other pertinent information that you may have to any authorized employee, representative, or agent of North of the River Recreation and Park District. This information may be provided either verbally or in writing. This includes, but is not limited to, employment and education records and transcripts which you may possess, whether or not such records or information are confidential, privileged and/or of a derogatory nature.

In addition to authorizing the release of any information regarding my employment, I hereby direct you to release the requested information, records and/or transcripts upon request of the bearer. I understand that the information and records provided are for the official use of the District. I specifically and permanently waive any rights I may have to review or inspect any records, transcripts or information received during the course of the District's investigation.

I hereby release, hold harmless and indemnify you, as the custodian of any such records, my present and former employer(s), the District, and any educational institution which I may have attended, including all officers, agents, employees, representatives, or other personnel of any of those entities both individually and collectively, from any and all liability, damage, suits, actions or claims of whatever kind, that may directly or indirectly result from compliance with this authorization or any attempt to comply with it, by any person or party, whether such information is favorable or unfavorable to me.

A photocopy of this release form shall be as valid as the original. I acknowledge that I am entitled to a copy of this authorization and release of liability.

SIGNATURE:

DATE:



APPLICANT DATA RECORD

DATE: _____ POSITION APPLIED FOR: _____

AGE: _____ Male Female

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.

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"/> School |
| <input type="checkbox"/> NOR Website (norfun.org) | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Other internet site (specify) | |
| <input type="checkbox"/> Newspaper (specify) | |
| <input type="checkbox"/> Friend/relative (name) | |
| <input type="checkbox"/> Employment Agency | |

EDUCATION: (Please check the highest level achieved):

- Not a HS Graduate
- HS Diploma/GED
- Some College

College Degree: _____

ETHNIC ORIGIN: (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> White / Caucasian | <input type="checkbox"/> American Indian / Alaskan Native |
| <input type="checkbox"/> Black / African/American | <input type="checkbox"/> Asian / Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Filipino | |

APPLICANT NAME: _____
APPLICATION DATE: _____

ADDITIONAL WORK EXPERIENCE

5. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

6. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

7. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

8. **Company Name:** _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Type of Business: _____ **Supervisor:** _____ **Phone:** _____
Job Title: _____ **Start date:** _____ **End date:** _____ **FT** **PT** **Seasonal** **Volunteer**
Work performed: _____

Reason for leaving: _____

May we contact this employer? **Y** **N** **Later**

Explain any gaps in work history:

Additional Information: