

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 12/13/13

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ANNOUNCEMENT NO. 137

RECREATION INSTRUCTOR III (House of Corrections)

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$10.00 - \$19.16** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. **No other form will be accepted. APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, January 3, 2014 UNTIL 4:30 P.M. ON THURSDAY, JANUARY 23, 2014**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JANUARY 23, 2014

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume. Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under general supervision directs and conducts leisure time classes in a variety of recreational activities. Assists bureau superintendents and supervisors. Coordinates and instructs recreation personnel in regular and special leisure time activities. Performs related duties as required. TYPICAL TASKS: Organizes, coordinates, directs, and conducts leisure time activity classes for all age groups. Gives instructions to individuals and groups participating in recreational programs. Assists in the supervision of orientating recreation personnel in procedures, organizational planning, care of equipment, and the proper use of special equipment and materials. Assists in the planning and supervision of special programs, exhibits, institutes, club activities, picnic programs, organized athletics, arts and crafts, musical and dance programs, and other recreational activities. Manages by objectives, develops methods that will motivate and encourage participation in leisure time activities. Distributes and accounts for supplies, materials, and equipment. Assists in judging at exhibits, contests, and other events. Assists in securing the help of civic, and handicapped community agencies and other service organizations. Coordinates all regular and special activities with the general leisure time program. Keeps records. Makes routine and special reports. Performs other duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

CORRECTIONS – A High School Diploma or GED is required, an undergraduate degree in Recreation, Physical Education, or related field is preferred. A two-year course of study OR two years of full time paid experience in sports fitness, fitness, personal fitness training or closely related field is required. A valid State of Ohio Driver's License is required. Must pass a criminal background check. A recognized health and fitness/personal training certificate is strongly preferred. Must be able to pass required State of Ohio Department of Rehabilitation and Correction required courses as appropriate.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION CHECKLIST: READ CAREFULLY
MUST MEET MINIMUM QUALIFICATIONS OF POSITION

APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST	DONE
COMPLETED APPLICATION FORM (<u>DO NOT STATE 'SEE ATTACHED RESUME'</u>). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATED THE COMPLETED APPLICATION (It does NOT have to be notarized).	
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (If you have a Bachelor's Degree no copy of H.S. Diploma/GED is necessary, but you must submit copy of that Degree).	
An undergraduate degree in Recreation, Physical Education, or related field is preferred. A two-year course of study OR two years of full time paid experience in sports fitness, fitness, personal fitness training or closely related field is required. A recognized health and fitness/personal training certificate is strongly preferred.	
PROOF OF ALL COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts).	
<u>CURRENT RESUME OR OTHER INFORMATION INDICATING THE REQUIRED EXPERIENCE:</u>	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE	
THE THREE (3) CARDS IN THE APPLICATION <u>MUST BE COMPLETED</u> (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank; we will assign this to you.</u>)	
Must pass a criminal background check.	
A recognized health and fitness/personal training certificate is strongly preferred.	
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED <u>EACH</u> OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING.** IF THE ABOVE-MENTIONED ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED.