

CIVIL SERVICE ANNOUNCEMENT

**APPROVED C.S.C MINUTES 3/28/14 de
(Amended C.S. Minutes 4/11/14)
RECREATION INSTRUCTOR II**

ANNOUNCEMENT NO. 46

(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 - \$18.11** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available 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 FROM 8:30 A.M. ON FRIDAY, APRIL 11, 2014 UNTIL 4:30 P.M. ON THURSDAY, APRIL 17, 2014.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, APRIL 17, 2014.

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

EXAMINATION INFORMATION

TYPE:

- A)SPORTS:** Written & Performance tests. Applicants will be notified of the time, date, and place of the exams by U.S. Mail. be notified of the time, date, and place of the exams by U.S. Mail.
- B)ARTS:** Written and Art Portfolio: Applicants will be notified of the time, date, and place of the written exam by U.S. Mail. Also by mail, approved candidates will be sent the particulars about what is required in the Portfolio and given a deadline for its submittal.
- C)CAMP:** Written test. Applicants will be notified of the time, date, and place of the exams by U.S. Mail. be notified of the time, date, and place of the exam by U.S. Mail.
- D)COMPUTER:** Written test: Applicants will be notified of the time, date, and place of the exams by U.S. Mail. be notified of the time, date, and place of the exam by U.S. Mail.
- E)ICE SKATING/ROLLER RINKS:** Written and Performance tests: Applicants will be notified of the time, date, and place of the exams by U.S. Mail. be notified of the time, date, and place of the exams by U.S. Mail.

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.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR 1 YEAR FROM THE DATE OF ITS APPROVAL.

DUTIES OF THE POSITION

Under supervision, has charge of the organization and direction of recreational activities of a playground or recreation center. Performs related duties as required. **TYPICAL TASKS:** Coordinates, organizes, and directs free play and planned group activities at a playground or recreation center. Organizes leisure time activities and teaches skills in games, such as playground ball, volleyball, tennis, and other individual and team games. Organizes and conducts field trips, sports days and other special events on the playgrounds or in the recreations center that coordinate with the city-wide recreation program. Assists in marking and laying out play fields for various games and events. Supervises the distribution, setting up, use, collection, storing, and maintaining of equipment and apparatus. Controls and maintains order within the playground or recreation center. Discourages gambling, profanity, and rowdiness on the playground or in the recreation center. Encourages participation in leisure time activities and good sportsmanship in all activities. Conducts or assists instructors in handicraft, dancing, storytelling, dramatics, music, nature studies and other special leisure time activities. Attends staff meetings. Administers first aid. Consults with supervisors or assistant and co-workers concerning the work of the playground or recreation center. Keeps records. Makes routine and special reports. Supervises play-leaders or other assistants. 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:

ALL FIELDS - A High School Diploma or GED is required. A Bachelor's Degree in Recreation, Physical Education, or a closely related field from a four year accredited college or university is preferred. A valid State of Ohio Driver's License is required. **SPORTS**—Two years of experience in planning, developing, recruiting, implementing, and instructing youth/adults in various sports and other related programs is required (volunteer experience will be considered). **ARTS** - Experience in planning, developing, recruiting, implementing, and instructing youth/adults in various visual art classes is required. **CAMP** - Experience in planning, developing, recruiting, implementing, and instructing youth/adults in various organized programs, outdoor programs required. **COMPUTER** - Experience in planning, developing, recruiting, implementing, and instructing youth/adults in various activities and other programs is required. Must be able to instruct computer programs (i.e.: Windows XP Pro and the Internet). **ICE SKATING/ROLLER RINKS** – Experience Roller and Ice Skating is required. Experience in planning, developing, recruiting, implementing, and instructing youth/adults in various visual art classes is required.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. 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: All copies of diplomas, licenses, certificates, and resumes must be presented at the 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