

Lamorinda Teen Association - Joint Meeting Among the Moraga Youth Involvement Committee (MYIC), Orinda Teen Advisory Council (OTAC), and Lafayette Youth Commission (LYC)



SPECIAL MEETING AGENDA

Thursday, March 21, 2013
6:00 PM

HACIENDA DE LAS FLORES – Mosaic Room
2100 DONALD DRIVE, MORAGA CA 94556

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. ADOPTION OF AGENDA

V. ADOPTION OF MINUTES- None

VI. PUBLIC COMMENT

This is the opportunity to introduce items not on the agenda. Public comment is invited as items on the agenda are discussed. Please announce your name and address for the record.

VII. ANNOUNCEMENTS/CORRESPONDENCE

- A. Town of Moraga Recreation Leader I and II Job Announcement
- B. City of Orinda Camp Counselor and Group Leader Job Announcement

VIII. UNFINISHED BUSINESS

- A. Service Project, 4/13/13, Huckleberry Botanic Regional Preserve
- B. Tri-City Talent Show/Performance Event, November 2013

IX. NEW BUSINESS

- A. Commission/Council/Committee Update
- B. Potential Collaborative Projects
- C. Schedule Next Meeting

X. SUBCOMMITTEES AND REPORTS- None

XI. OTHER BUSINESS

Brief informational only reports from committee members and/or staff.

XII. ADJOURNMENT

Adjourned to the next meeting of the Lamorinda Teen Association.

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Town of Moraga

RECREATION LEADER I

Part-Time Temporary/Seasonal Position
Salary Range: \$8.59 - \$10.43/hr (No benefits or paid leave)

Program Dates: April 1 – April 5, 2013 and June 17 – August 16, 2013*
(*Apply for one or both program dates)
Application Deadline: Open Until Filled, 1st Review – March 1, 2013

POSITION DESCRIPTION:

Under direct supervision of the Parks and Recreation Director or his/her designee, this position provides leadership and program responsibility by supervising participants, organizing program elements, and directing and conducting activities. This position is assigned up to a 40-hour work week, which may include some evenings and weekends.

DUTIES AND RESPONSIBILITIES include:

- Oversee participants in the program area
- Work with participants leading group games, crafts, sports, and other activities
- Open/close and secure program site
- Assist the public with questions and inquiries
- Administer first aid as required
- Maintain a safe program environment or facility
- Provide feedback for activity schedule
- Maintain attendance records
- Attend training meetings
- Perform other duties of similar nature or level

KNOWLEDGE AND ABILITIES:

- Knowledge of philosophy, objectives, and requirements in the implementation of youth programs and services
- Knowledge of supervision and leadership techniques
- Knowledge of common sports, games and recreation activities for all ages
- Ability to effectively exchange or convey information to co-workers, supervisors, and the general public, and to receive work direction
- Ability to plan and organize program elements
- Ability to handle and prioritize multiple tasks
- Other skills: reliability, dependability, creativity, and enthusiasm

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

Experience: One year experience in childcare, babysitting, or volunteer work in related field OR
One year sport experience as a coach, player, or volunteer

Education: High School diploma or equivalent

OTHER REQUIREMENTS:

Valid Class C California driver's license desired
Possession of or ability to obtain CPR and First Aid certification by the first day of employment
Clearance from background check and/or fingerprinting
Ability to perform physical labor and to lift at least 40 pounds
Proof of eligibility to work in the United States

SELECTION PROCESS:

The best-qualified applicants will be invited to participate in an interview process, which may consist of both written and oral portions. A Town Application is required and is available at the Town of Moraga Administrative Services Department, 329 Rheem Blvd., Moraga, by calling 925-888-7033, or downloading at www.moraga.ca.us.

All applications must be mailed or delivered to the Town of Moraga, Attn: Admin Services Dept., 329 Rheem Blvd., Moraga, CA 94556 or emailed to the Town of Moraga, Admin Services Dept. at bcowley@moraga.ca.us. AA/EOE.

In accordance with the Federal Americans with Disabilities act (ADA), if special accommodations are necessary at any stage of the selection process, please contact the Administrative Services Department at 925-888-7033.



Town of Moraga

RECREATION LEADER II / PARK PROGRAM DIRECTOR

**Part-Time Temporary/Seasonal Position
\$13.29 - \$16.16/hr (No benefits or paid leave)**

**Program Dates: June 17 – August 16, 2013
Application Deadline: April 1, 2013, 4:00 pm**

POSITION DESCRIPTION:

Under direct supervision of the Parks and Recreation Director or his/her designee, this position provides leadership and program responsibility by supervising Camp staff and participants, organizing program elements, and directing and conducting activities. This position is assigned up to a 40-hour work week, which may include some evenings and weekends.

DUTIES AND RESPONSIBILITIES include:

- Supervise Camp staff, volunteers and participants in the program area
- Oversee and direct daily program activities
- Lead field trips including visits to local entertainment venues
- Work with counselors and participants leading group games, crafts, sports, and other activities
- Analyze program needs and recommend new and innovative program ideas
- Create weekly schedule of activities
- Keep records and prepare reports
- Open/close and secure program site daily
- Interact with parents on a daily basis
- Assist the public with questions and inquiries
- Administer first aid as required
- Maintain a safe program environment or facility

KNOWLEDGE AND ABILITIES:

- Knowledge of philosophy, objectives, and requirements in the implementation of youth programs and services
- Knowledge of supervision and leadership techniques
- Knowledge of common sports, games and recreation activities for all ages
- Understanding of program risk management and safe work practices
- Ability to direct the work of others and develop an effective team
- Ability to effectively exchange or convey information to co-workers, supervisors, parents and the general public, and to receive work direction
- Ability to plan and organize program elements
- Ability to handle and prioritize multiple tasks
- Other skills: reliability, dependability, creativity, and enthusiasm

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

Experience: Two years experience in childcare, babysitting, or volunteer work in related field OR
Two years sports experience as a coach, player, or volunteer

Education: High School diploma or equivalent

OTHER REQUIREMENTS:

Valid Class B (15 passenger endorsement) California driver's license desired
Possession of or ability to obtain CPR and First Aid certification by the first day of employment
Clearance from background check and/or fingerprinting
Ability to perform physical labor and to lift at least 40 pounds
Proof of eligibility to work in the United States

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28 Orinda Way, Orinda • California • 94563

Camp Counselor & Group Leader
Part-Time – Temporary
\$8.50 -13.00 per hour (DOQ)

Positions:

The City of Orinda Parks and Recreation Department is currently seeking qualified individuals to fill summer Camp Counselor and Group Leader positions in the Recreation Division. **Please see job description for additional position information.** These positions take direction from the Camp Director and report to either a Recreation Coordinator or the Recreation Supervisor II.

Work hours vary depending on the number of staff members and participants. Approximate work hours are:

- Camp Orinda – Monday – Friday 10:00am-3:30pm
- OK Camp – Monday – Friday 9:15am-12:15pm and extended care 8:45am-1pm
- Additional hours may be available for lunch, trip days and extended care supervision.
- Teen and Nature Camps – Monday – Friday, approximate camp times are 9am-12pm and/or 1pm-4pm.

Training dates (usually one weeknight and one Saturday) are required and a condition of employment.

- Camp Orinda Training is Saturday, June 15 (10a.m. – 4 p.m.). OK, Teen and Nature camp trainings will be scheduled at a later time, but usually occur one week prior to the start of camp.

Incumbents of the position will provide their own transportation to program site(s).

Minimum Qualifications:

Education: Must have completed at least tenth (10th grade). College-level coursework in Recreation, Sports Administration, Human Development, Education or related field is preferred.

Experience: Recreation, athletics and/or education experience is desirable. Experience teaching and/or working with children and youth age twelve (12) and under is preferred.

Any combination of experience and education that will likely provide the required knowledge and abilities will be considered.

Licenses/Certifications: CPR, First Aid and AED training and/or certification are required prior to the first day of camp.

General Information
(925) 253-4200 (ph)
(925) 254-9158 (fax)

Administration
(925) 253-4220 (ph)
(925) 254-2068 (fax)

Planning
(925) 253-4210 (ph)
(925) 253-7719 (fax)

Parks & Recreation
(925) 254-2445 (ph)
(925) 253-7716 (fax)

Police
(925) 254-6820 (ph)
(925) 254-9158 (fax)

Public Works
(925) 253-4231 (ph)
(925) 253-7699 (fax)

Selection Process:

Send a City employment application and resume to: City of Orinda Parks and Recreation Department, 28 Orinda Way, Orinda, CA 94563, Attention: Orinda Camp Staffing, **by Friday, March 1, 2013 (initial screening) or positions will remain open until filled.** Application materials faxed or emailed will NOT be accepted.

City employment applications may be obtained by downloading from www.cityoforinda.org calling the City of Orinda at (925) 253-4220 or visiting the City Admin Offices located at 22 Orinda Way or the Parks and Recreation Department located at 28 Orinda Way, Orinda, CA 94563.

All applicants will be notified by phone if they are invited to participate further in the selection process.

The City of Orinda is an Equal Opportunity Employer. Candidates with a disability which may require special assistance in any phase of the application or testing process should submit a request for accommodation with the application. Documentation of the need for accommodation must accompany the request.

Benefits

This is a non-benefited temporary position.