



City of Sacramento  
**Recreation Aide (North Natomas Workforce Development)**

<b>SALARY</b>	\$16.50 - \$17.12 Hourly \$1,320.00 - \$1,369.60 Biweekly \$2,860.00 - \$2,967.47 Monthly \$34,320.00 - \$35,609.60 Annually	<b>LOCATION</b>	Sacramento, CA
<b>JOB TYPE</b>	Part Time Non-Career	<b>JOB NUMBER</b>	016034-25-YPCE-5
<b>DEPARTMENT</b>	Youth, Parks & Community Enrichment	<b>DIVISION</b>	Youth Employment Services
<b>OPENING DATE</b>	12/31/2025	<b>CLOSING DATE</b>	1/14/2026 11:59 PM Pacific

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## THE POSITION

### NON-CAREER PART-TIME/SEASONAL

The Department of Youth, Parks, & Community Enrichment (YPCE) Youth Workforce Development Unit is hiring one part-time Recreation Aide to join the team implementing the North Natomas Workforce Development program. This program provides young people, 13-18 years of age, with an opportunity to engage in a variety of programming opportunities focusing on workforce readiness and personal growth. Daily sessions provide access to, and exploration of various tools and skills utilized in the workforce environment. These life skills can be integrated into navigating personal day-to-day challenges experienced by youth. This position will be responsible for facilitating in-person sessions including hands-on activities grounded in Youth Development principles where participants engage in critical thinking and discussions with peers and adult careholders. Sessions also include guest speakers touching upon topics such as financial literacy, interpersonal communication, leadership styles, and professionalism.

The Recreation Aide works approximately 15 hours per week Monday through Friday with occasional Saturdays. This program operates during out of school hours where staff must be available late afternoon and early evening.

On a seasonal and/or part-time basis, lead and/or monitor a variety of recreation and community engagement activities at a facility or for a special event.

### DISTINGUISHING CHARACTERISTICS

Employees in this classification are non-career. Incumbents can work up to 1040 hours per year. This classification differs from a Senior Recreation Aide in that the Senior Recreation Aide is responsible for supervising Recreation Aides.

### SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by a higher-level position. Recreation Aides may provide direction to volunteers and/or youth aides.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The following duties are typical for this classification. Depending on assignment, incumbents may not perform all the listed duties and/or may be required to perform related duties as needed.*

- Provide leadership in various recreation based programs or City sponsored events.
- Lead and/or monitor various activities in arts and crafts, sports, games, and simple dramatics, field visits, group discussions, workshops, programs, meetings, and/or community events.
- Participate in and promote neighborhood and community recreation events.
- Request, issue, and monitor the return of playground and athletic equipment; check equipment for proper care; instruct participants in the safe and proper use of materials and supplies.
- Inspect equipment and apparatus; recommend replacement or repair as needed.
- Fill out and compile simple written records related to assigned programs or facility.
- Open and close recreational facilities; monitor facility use; prepare and set up facilities for recreational use.
- Interact with elementary aged youth, adolescents, and adults.
- Monitor youth in before and after school programs; encourage participation in activities.
- Assist with lesson plan preparation; help school aged children with understanding and completion of homework; participate in maintaining acceptable behavior.
- Perform typing, filing, and other basic clerical tasks.
- Attend and participate in required meetings and in-service training activities.
- Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Basic first aid and safety practices.
- Age appropriate recreation activities.
- Basic use of computers and common office machines.
- Understand and carry out written and oral instructions.

### Ability to:

- Read, write, and speak the English language at a level necessary for efficient job performance.
- Lead a variety of recreation activities.
- Work with a variety of age groups.
- Establish and maintain cooperative relationships with those contacted in the course of work.

## EDUCATION AND EXPERIENCE

### Education:

None required.

### Experience:

None required.

## SPECIAL QUALIFICATIONS

### Age:

Must be at least 16 years old by time of appointment.

**Note:** Employees assigned to START and 4th R must 18 years old by time of appointment.

### Assessments:

If considered for appointment, candidates must:

- Pass a criminal background check.

- Pass a tuberculosis screening test.

#### Training:

This position is designated as a Mandatory Reporter; completion of Mandatory Reporter training is required within two weeks of employment.

#### **PHYSICAL DEMANDS AND WORK CONDITIONS:**

*The conditions herein are typically required of an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### Physical Requirements:

Ability to walk frequently; work may include frequent running, starts, and stops; perform simple and power grasping; verbal and hearing skills to effectively communicate with participants and staff; visual acuity to read and record documents and make observations.

#### Environmental Conditions:

Work may be performed outdoors with exposure to heat, often over 100 degrees, sun, noise, dust, and pollens; intermittently, lift, carry or move equipment of 20 pounds or less.

#### Work Conditions:

Some assignments may require working evenings and weekends.

## THE SELECTION PROCEDURE

**Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the governmentjobs.com applicant inbox.**

**1. Application:** (Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application by the final filing deadline;

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
  - If applicants do not list current and past job-related experience in the duties area of the "Work Experience" section. **Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).**
  - If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- Supplemental documents such as resume, cover letter, and proof of education are highly preferred and recommended at the time of application submission. Documents should be submitted to the City of Sacramento Employment Office as attachment(s) via online with the employment application or emailed to [employment@cityofsacramento.org](mailto:employment@cityofsacramento.org). If submitting via email, please include your name and **Job #016034-25-YPCE-5** on your documents.

**2. Supplemental Questionnaire:** (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire to the City of Sacramento Employment Office by the final filing deadline;

- Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.

- Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.
- A resume will not substitute for the information required in the supplemental questionnaire.

**3. Screening Committee:** (Pass/Fail) - All applications received by the final filing deadline will be forwarded to the hiring department for review. The hiring department will select the most competitive applications for further consideration. Human Resources will only evaluate employment applications for the minimum qualifications, as stated on the job announcement, for applications selected by the hiring department.

**4. Hiring Interview:** Those candidates determined to be the MOST QUALIFIED will be invited to participate in an interview process coordinated by the hiring department. There will be no eligible list established, as positions will be seasonal and/or part-time. A hiring interview is not guaranteed.

**5. Conditional Hire:** Upon receipt of a conditional offer, the selected candidate must complete and pass LiveScan/fingerprinting. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

#### QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Application Support at 855-524-5627.
- Visit the City of Sacramento Human Resources Department website at <https://www.cityofsacramento.gov/HR/employment>;
- Send an email to [employment@cityofsacramento.org](mailto:employment@cityofsacramento.org); or
- Call the Human Resources Department at (916) 808-5726

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#### Employer

City of Sacramento

#### Address

915 I Street  
Historic City Hall  
Sacramento, California, 95814-2604

#### Phone

(916) 808-5726

#### Website

<http://portal.cityofsacramento.org/HR>

### Recreation Aide (North Natomas Workforce Development) Supplemental Questionnaire

#### \*QUESTION 1

**APPLICATION:** I understand my application must meet the minimum qualifications for consideration of employment with the City of Sacramento. The experience I list in the duties area of the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions requiring a narrative response, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work

Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).** Please refer to the City of Sacramento's Applicant Resources Page for Screening Instructions: <https://www.cityofsacramento.gov/HR/employment>

Yes

**\*QUESTION 2**

**SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be reviewed by the hiring department along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization. A resume will not be accepted in lieu of completing this Supplemental Questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation may negatively affect the hiring department's review of your Supplemental Questionnaire. **I understand and agree to the above instructions.**

Yes

**\*QUESTION 3**

I acknowledge this program is focused and implemented in the North Natomas area.

Yes

**\*QUESTION 4**

Please indicate the areas you have experience (check all that apply):

- Youth Development Programming
- Workforce Development Programming
- Workshop Facilitation
- Basic Computer Use
- Outreach & Recruitment
- None of the above

**\*QUESTION 5**

Mark the box(es) that show your availability.

- Monday-Friday, 4:00-7:00pm
- Saturday, 8:30am-1:00pm
- Available any shift
- None of the above

\* Required Question