



EMPLOYMENT OPPORTUNITY

RECREATION LEADER I

Salary: \$ 10.67 Hourly
Job Type: Seasonal
Department: Recreation Department
Benefits: No Benefits

The Position

Under general supervision, will perform a wide variety of duties relative to assisting with the operation of recreational activities and programs for the Town, as well as the After School Program. In addition, may provide general office duties using computer skills. This particular position will have varying schedules with potential hours from 9am until 9pm, Monday through Saturday, and may include up to 40 per week during the summer months.

Job Functions

- Develop, coordinate and implement youth activities at an assigned facility, which includes organizing games and crafts, assisting with homework, and assisting in running the Town's after school program and day camps.
- Supervise youth in a variety of activities.
- Handle medical emergencies and render first aid as required.
- Provide basic supervision, training and coaching to assigned staff.
- Other duties as assigned and as outlined on the job description.

Qualifications

Equivalent to the completion of tenth (10th) grade and the ability to organize and supervise recreational activities for varying age groups. Must possess the ability to communicate effectively with children, parents, and Town of Apple Valley staff. Must be 16 years of age or older; incumbents under the age of 18, who are required to attend school, must provide a California Worker's Permit.

CPR and 1st Aid required. Prospective employees would be required to register for a certification course within one week of job offer. Certification course must be completed no later than September 11, 2017.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Monday August 21, 2017, at 5:30 p.m.** The successful candidate must pass a physical exam and Department of Justice background check. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be mailed or delivered to 14955 Dale Evans Parkway, Apple Valley 92307. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.