



EMPLOYMENT OPPORTUNITY

RECREATION LEADER II

Salary: \$ 11.50 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. Receives general supervision from a Recreation Coordinator. May exercise technical and functional direction over and provide training to lower-level or less experienced staff.

Job Functions

- Provides on-site supervision of lower-level Recreation Leaders and supervision of daily facility operations; Trains, coaches, and schedules lower-level and/or less experienced staff.
- Collects and records program fees.
- Develops, coordinates, and implements youth recreational activities at an assigned facility, which may include organizing games and crafts, cooking lessons, assisting children with their homework, running day camps, and other related activities.
- Supervises participants in a variety of program activities consistent with assigned recreation program.
- Participates in the planning and implementation of recreation activities appropriate for participant age groups, reflective of traditional theories and practices, and in compliance with Federal, State and local laws, regulations, and guidelines.
- Maintains records and files on all participants; updates emergency and other pertinent information on a regular and as needed basis.
- Promotes safety and renders first aid as required. Documents all incidents involving injury, behavioral problems, and/or any unusual events; communicates as appropriate to supervisor, parents, and others;
- Monitors and evaluates the effectiveness of the assigned program, activities, and special events and recommends improvements or modifications.
- Responds to participants' and/or parents' needs for assistance or information.
- Assists in planning and conducting special events; sets up and takes down tables, chairs, and equipment, for classes, activities, events, and meetings.

Qualifications

Equivalent to the completion of twelfth (12th) grade and one (1) year of experience in recreational activities or related field. 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.

License: Valid California class C driver's license with satisfactory driving record and automobile insurance.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Monday, August 21, 2017 at 5:30 pm**. 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. Applications may be mailed or delivered to 14955 Dale Evans Parkway, Apple Valley 92307 or sent via email to humanresources@applevalley.org. The Town of Apple Valley participates in the E-Verify program.