



Town of
Apple Valley

EMPLOYMENT OPPORTUNITY

RECREATION LEADER I*

Salary: \$ 11.22 Hourly (1/1/2019 increases to \$12.07)
Job Type: Seasonal
Department: Recreation Department
Benefits: No Benefits

**This position may be non-competitively promoted to a Recreation Leader II when they meet the qualifications and there is a vacancy in Recreation.*

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.
- Employee must be available a minimum of two days a week from 2pm - 6pm

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.

Required: Must be able to provide proof of current CPR/AED and First Aid Certification within 2 weeks of employment offer.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Wednesday, December 19, 2018, at 5:30 p.m.** 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 completed online, or mailed/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.