



EMPLOYMENT OPPORTUNITY

RECREATION LEADER II

Salary: \$ 14.01 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. 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.

Required: To be considered for the position, (1) proof of current CPR/AED and First Aid Certification is required within 2 weeks of job offer, (2) Must be available to work Monday- Friday from 2pm – 6pm.

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

Selection Process

A completed Town employment application is required by the close of recruitment, on **Tuesday March 10, 2020 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.