



## EMPLOYMENT OPPORTUNITY

## RECREATION LEADER II

**Salary:** \$ 16.65 Hourly  
**Job Type:** Seasonal  
**Department:** Parks & Recreation  
**Benefits:** No Benefits

**The Position**

Under general supervision, assists in conducting activities in connection with recreation and community services programs of assigned recreational or school facility; provides responsible childcare and/or customer service to program participants; and performs related work as required.

**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; maintains all related records.
- Monitors and evaluates the effectiveness of the assigned program, activities, and special events and recommends improvements or modifications.
- Issues and collects recreation equipment, supplies, games, and craft materials.
- Maintains a variety of logs, records, and files.
- Responds to participants' and/or parents' needs for assistance or information.
- Monitors the proper and safe use of program facilities by participants.
- Assists in planning and conducting special events; sets up and takes down tables, chairs, and equipment, for classes, activities, events, and meetings.
- Monitors facility use; opens, closes, and secures building for events.
- May coordinate and participate in a variety of program operations and facility maintenance activities.
- Performs other duties as assigned.

**Qualifications**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

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. Must be available at least 5 weekdays per week, between 2-6pm (Wed between 12-6pm).

**Certification:** Proof of current CPR/AED and First Aid Certification is required within 2 weeks of job offer.

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

### **S e l e c t i o n   P r o c e s s**

A completed Town employment application is required by the close of recruitment, on **Wednesday, September 7<sup>th</sup>, 2022, at 5:30pm**. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://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.