

JURUPA COMMUNITY SERVICES DISTRICT SENIOR RECREATION LEADER (part-time)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The Senior Recreation Leader, under the supervision of the Recreation Coordinator, is responsible for monitoring staff and children in an after school environment, including organizing and leading activities. Position requires general knowledge and interest in sports, arts and crafts, education and leisure activities for youth.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Plans, develops, conducts, supervises and manages a wide variety of activities for children including sports, contests, tournaments, games, special events and crafts;
- Monitor program compliance;
- Prepare reports, evaluations, parent letters, quarterly reports, agendas, flyers, brochures, timelines, memorandums, and any other written communication as needed by supervisor;
- Organize and maintain accurate records of payment;
- Create weekly and monthly calendars;
- Organize and maintain accurate records;
- On-site monitoring of program, including participants and staff;
- Perform facility inspections, including maintaining and cleaning facilities;
- Maintain a safe program environment for participants and staff;
- Establish and maintain cooperative working relationships with participants, parents, co-workers, and school staff.
- Work with youth to develop and build basic skills with an emphasis on learning, fun, and sportsmanship; and
- Ability to organize, officiate and instruct children's activities including sports, contests, games, and crafts;

- Effectively and appropriately resolve conflicts;
- Teaches fundamentals of play and sportsmanship in recreational activities;
- Provide excellent customer service;
- Participate in homework assistance;
- Care and maintain all equipment issued and inform supervisor when there are hazards or equipment replacement needs;
- Assist with special events;
- Attend applicable District trainings and orientation;
- Clearly and effectively communicate orally and in writing; and
- Perform related duties as assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from high school and two years of experience of increasing responsibility in education, recreation, or a closely related field.

Knowledge and Skill Levels

Knowledge of:

Policies, procedures, and regulations governing the conduct and safety of persons using equipment and facilities; Methods, practices, and equipment used in maintaining an effective recreation program; Supervising children and staff in an after school program setting; Effective instructional techniques; Arts and crafts; Indoor and outdoor games for children; Basic homework and tutoring (kindergarten – 6th grade); Basic office equipment; Windows based software; and First aid and safe work practices.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such

as computer terminals; sit or stand for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 40 pounds.

Occasionally stoop, kneel or crouch.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of certification from District provided CPR/First Aid Training.

FLSA/Non-exempt
Range 111 \$11.25 - \$13.68 Hour