



Job Description

Title: Recreation Leader II
Department: Childcare

Starting Wage: \$13.00/hour

JOB SUMMARY:

Under general supervision by the Recreation Supervisor, plans and implements various developmentally appropriate activities for children ages 5 - 12. This position is a part time/non-permanent position, with an hourly workweek averaging 20-29 hours depending on program needs.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Creates, develops, and implements engaging, educational and fun curriculum as a team with other leaders in the Afterschool Program.
- Drives daily to local schools to pick up children for program.
- Ensures safety of all participants and renders first aid when necessary.
- Develops and organizes monthly lesson plans that detail all upcoming projects and activities relative to the age group.
- Organizes and cleans classrooms. Maintains classroom organization daily and any deep cleaning that is needed immediately.
- Maintains classroom roll list, ensuring parents sign in and out with a full signature at drop off and pick up. Keeps clipboard on hand at all times throughout day. Submits the roll sheet at end of day to front office for record keeping.
- Demands identification of any unfamiliar individual. Refers to authorized persons list and ensures individual is on list before allowing child to leave.
- Responsible for inventory of equipment and supplies and reporting to Recreation III Leader.
- Ensures incident reports are filled out completely.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of developmentally appropriate methods, practices, equipment and materials used for school age children.
- Maintains a clear driving record with DMV.
- Knowledge of pertinent District policies and procedures, employee handbook (including safety program).
- Skill in maintaining visual supervision of children to ensure safety.
- Skills in planning, organizing and directing programs/and or special events.

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- Skill in multi-tasking and ability to supervise children and give direction.
- Skill in following and effectively communicating verbal instructions.
- Skill in operating independently and as a team member.
- Skill in establishing and maintaining effective working relations with co-workers, other District employees and the public.

EDUCATION, CERTIFICATIONS AND LICENSES:

- At least 6 months working with children in a volunteer or work capacity required
- A High School Diploma/GED required.
- A valid State of California class 'C' driver's license and a satisfactory driving record required.
- Possession of current First Aid and CPR certificates or obtain certification within 3 months of hire.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- Work is performed primarily in an indoor environment, however daily outdoor time is also required.
- May be required to lift and carry items more than 50 pounds (including children).
- May be exposed to potential physical harm by a child as well as hazardous and infectious diseases.

ADDITIONAL INFORMATION:

Reports To: Assistant Director of Children's Services and/or Director of Children's Services

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