

CITY OF REEDLEY
PART-TIME AFTER SCHOOL
RECREATION LEADER

APPROVED BY


DATE 2/4/19

DEFINITION

Under the supervision of the Community Services Department, the Recreation Leader will provide for the safety and enrichment of students in the After School Program. The Leader will also organize, lead, promote, and participate in youth recreation activities and programs and enforce all facility rules and regulations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(may include, but are not limited to, the following)

Organize, lead and conduct, recreation and enrichment activities, including arts, crafts, sports, games, cooking, singing, and science.

Create lesson plans for enrichment classes, implement new ideas for class topics and instruct classes.

Assist students with daily homework.

Maintain discipline on indoor and outdoor play areas and insure the student's safety.

Set up and clean up necessary supplies and equipment.

Keep assigned area clean and free of any and all safety hazards at all times.

Report attendance.

Serve provided daily snack and clean up snack area.

Keep daily records of snack program.

Attend all meetings and trainings.

OTHER JOB RELATED DUTIES

Perform other related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The incumbent must have proficient knowledge in the following areas:

Safe and appropriate activities for children.

Relevant policies and procedures to ensure that children are supervised and safe at all times.

Basic rules, practices, and equipment used in specialized recreation activities.

Skills to:

Team build.

Supervise children.

Analyze and solve problems.

Make good decisions.

Effectively communicate verbally.

Effectively listen.

Manage stress.

Manage time.

Teach.

Ability to:

Maintain the confidentiality of sensitive information received while performing the duties of this position.

Be respectful.

Be sensitive and aware of cultural diversity.

Be flexible.

Demonstrate sound work ethics.

Be consistent and fair.

Be compassionate and understanding.

Build esteem.

Ensure a safe and secure environment.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

A minimum of two years of experience, in a responsible capacity, with children between the ages of 5-13 is desirable. A responsible capacity may be as a babysitter, a student aide in a classroom of children within the stated age range, or in any other organized setting that provides the desired experience.

Have experience with planning, organizing, and leading a wide variety of recreation activities.

Education:

Must have course work equal to 48 college units in child development or related field.

OR

Must have a passing certificate for the Paraprofessional Exam.

Training:

Community First Aid and CPR Certification. Certification may be obtained after employment is offered.

License or Certificate:

Tuberculosis Test Negative Reading in the last four years.

Special Requirements:

Essential duties require the following physical skills and work environment:

While performing the duties of this job, the employee may be lifting and carrying children and equipment and may spend time sitting on the floor or child-sized furniture. The employee will be expected to clean and maintain the equipment and the facility and may move throughout the community with children. The employee may come in contact with children who are ill and/or contagious and must take precautions to ensure the health and safety of all children, parents, staff, and themselves.

The employee will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at the same time. The employee is required to supervise all of the children at all times, ensure that the children are involved in safe and appropriate activities, and be prepared to handle accidents and emergencies at any time.

The employee may experience smells associated with toileting and children who are ill.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Lifting, carrying and/or pushing 50 pounds or more on occasion.