



Jurupa Area Recreation and Park District
Senior Recreation Leader
Job Description

Job Description:

Job Title: Senior Recreation Leader
Department: Recreation
Reports To: Recreation Coordinator/Recreation Supervisor
FLSA Status: Non-Exempt
Approved By: Board of Directors
Approved Date: December 13, 2018
Pay Range: \$13.58 - \$16.55 / hour

SUMMARY

Under direct supervision, assists in conduction of recreation activities at designated program sites for various age groups at community centers, parks and gymnasiums, special events, and functions or other assigned areas by performing the following duties.

DISTINGUISHING CHARACTERISTICS

This is a part time position in the Recreation Department. Although incumbents do not directly supervise other employees, they typically serve as lead workers over subordinate staff and are responsible for the more complex and difficult recreational support duties, including program recordkeeping and communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Under the direct supervision of the lead teacher or site supervisor, this position will plan and participate in the care, instruction, and supervising of school-age children; will assist in the day to day operation of youth programs and/or after-school programs, and perform other job related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Criminal background investigations will be conducted, in addition to finger prints of all eligible applicants. Submit original documentation of both work authorization and identity (per the Immigration Reform and Control Act of 1986).

Knowledge Of:

- Indoor/Outdoor program development techniques and process
- Supervising participants and directing staff in the following settings: sports, recreation, special events and child development
- Public relations, promotions and marketing techniques
- Recreational trends
- Methods, practices, and equipment used in maintaining an effective recreation program



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- Basic budgeting, accounting and purchasing practices and principles.
- Policies, procedures, and regulations governing the conduct and safety of persons using equipment and facilities
- Effective instructional techniques
- Arts and crafts, indoor and outdoor games for children
- Basic office equipment
- Windows based software

Ability to:

- Organize, supervise and conduct structured recreational/educational activities for participants of all ages.
- Deal courteously and effectively with the general public. Be a source of accurate information
- Assist with routine activities such as homework, studies, sports, games, story time and social activities.
- Keeps attendance records, operates necessary equipment, and monitors activities of children during recreational programs, trips and activities to ensure orderly conduct, safety and well-being of all participants
- Complete accident and incident reports, attendance reports and shift reports.
- Explain, demonstrate and directly participate with participants in, sports, new games and arts and crafts projects.
- Teach the fundamentals of play and sportsmanship.
- Represent District policies and procedures, and performs public relations for the District.
- Provide regular and timely assistance.
- Provides supervisor/site lead with necessary information concerning programs and supplies.
- Work during weekdays, after school, all day during school breaks and minimum day dismissals.
- Establish and maintain effective working relationships
- Communicate effectively both orally and in writing with employees, supervisors, participants and the general public.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

Graduation from High school or equivalent.

Must be 18 years of age at time of application.

Six college units Early Childhood Education (ECE) or Child Development (CD), Recreation or Physical Education desirable, but not required.

One year paid or volunteer related experience working with school-age children or-related college courses desirable.

LANGUAGE SKILLS

Ability to read interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak to effectively before groups of customers or employees of organization.



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MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

Must possess First Aid/CPR (Infant, Child & Adult) certification at time of hire or within 60 days from date of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; climb or balance; talk or hear; and taste and smell. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perceptions and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Jurupa Area Recreation and Park District is an Equal Opportunity Employer.