

Employment Opportunity

City of St. Helena, California

After School Staff

Part-Time, Seasonal: September—June
Salary Range: \$12.16- \$14.10 hourly



ABOUT THE CITY

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments and Part-Time Fire Department.

Application Deadline:

Open Until Filled

The City of St. Helena has an exciting opportunity to fill a part-time position in the Parks & Recreation Department. This is a great opportunity to become part of a team of dedicated individuals that take pride in serving the local community.

Distinguishing Characteristics: Under general direction and support of the Recreation Supervisor, the After-school Staff is responsible for assisting Recreation Staff in maintaining a positive, safe environment for K-5 youth and serving as a positive role-model for the youth of the community.

Examples of Duties: (include but are not limited to the following)

- ◆ Assists in direct supervision and safety of all after-school enrichment participants. Implements & follows all Guidelines, Policies & Procedures provided by the Recreation Department and SHUSD.
- ◆ Assists program instructor with enrichment activities, providing the youth with an active, positive role- model.
- ◆ Initiates & maintains a positive rapport with youth, parents, & community.
- ◆ Responsible for ensuring proper set-up and clean-up/closing of the enrichment room at end of day.
- ◆ Help maintain all necessary equipment/supplies.
- ◆ Assists in ensuring participants sign-in/sign-out sheets are properly recorded each day.
- ◆ Presents a positive, professional atmosphere through a clean and neat appearance.
- ◆ Communicates information about attendance, behavior and supplies to the Recreation Supervisor as needed.

Knowledge and Abilities:

- ◆ Must be a high-school student 16+ and of Junior/Senior standing, with the ability to obtain a work permit.
- ◆ Must have the ability to initiate and maintain a positive rapport with youth and parents; to balance role as friend and supervisor/leader; and to apply appropriate behavior management techniques to appropriate situations.
- ◆ Prior experience babysitting, summer camp leadership, and tutoring a plus.
- ◆ First aid and CPR training preferred.
- ◆ Must be available Tuesday-Thursday 3:30-6:30 pm; additional hours may be available if interested.
- ◆ Must display a commitment to working with youth and adults from a variety of backgrounds.
- ◆ Bilingual English/Spanish ability is preferred.

To apply for this position please apply online at calopps.org and enter 'St. Helena' into the search field. Contact Amalia Kulczycki at AKulczycki@cityofstheleena.org or 707-967-2736 with questions.

Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.