



City of South San Francisco
Department of Parks & Recreation
Adult Day Care/Senior Program Leader
Recreation Leader II/III

Salary: Recreation leader II: \$21.27 - \$25.85 per hour, **Recreation Leader III:** \$23.08 - \$28.05 per hour

Benefits: This is an hourly, part-time, non-benefited position

Shift & Hours: Adult Day Care Program Hours: Monday - Friday 8:00 a.m. - 3:00 p.m.

Center Hours: Monday, Wednesday, Friday, Saturday 9:00 am - 3:00 pm, Tuesday & Thursday 9:00 am - 5:00 pm

Location: Roberta Cerri Teglia Center

The Department: The Parks and Recreation Department is the third-largest department in the City and is organized by program area, with each program administered by a supervisor, coordinator, or specialist. The Parks and Recreation Department is composed of a Director and 22 full-time management positions. The department is comprised of the Recreation, Parks, and Facility Maintenance divisions. The Recreation Division consists of eight program areas, Aquatics, Classes, Cultural Arts, Youth Enrichment Services, Preschool Early Learning, Senior Services, Sports, and Rentals.

Under the direction of the Recreation Supervisor and Community Services Site Coordinators, the Adult Day Care Leader implements a safe recreational and educational program that provides for the full intellectual and social support of the clients.

Duties and Responsibilities: Typical job duties include (but are not limited to):

- Assist in planning, assessing and implementing the recreation and educational program.
- Assess individual client needs, group needs and plan activities to meet these individual needs in a group setting.
- Follow all health and safety procedures as designated by the City program regulations and when working in Adult Day Care Community Care Licensing regulations.
- Document accidents, incidents and any program related issues that may occur.
- Follow procedures in cases of emergency; may administer first aid and/or CPR if certified.
- Maintains excellent communication and customer service skills.
- Supervise the daily operation and safety of the clients.
- Knowledge and ability to follow division procedures and policies.
- Lifting and moving equipment, tables and chairs.
- Assisting staff with room setups.
- Custodial duties entail sweeping, wet mopping, cleaning tables and chairs, kitchen, walls, and bathrooms.
- Operating audio-visual equipment.
- Room setups for instructors as well as their daily needs.
- Performs other related duties as required.

Qualifications:

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

Experience:

The ideal candidate for Recreation Leader II & III will have experience in one or more of the following areas: licensed senior programs, residential experience, medical experience, physical therapy, recreation, college work studies/internships, human services, or gerontology. Minimum of 18 years of age minimum for both Recreation Leader II/III roles.

- **Recreation Leader II:** Six (6) months to one (1) year of experience.
- **Recreation Leader III:** One (1) year or more of experience.

License/Certificates: CPR/First Aid certificates preferred for both Recreation Leader II/III but not required.

Special Requirements:

Essential duties require the following physical skills and work environment: must possess the physical strength required for lifting clients, audio/visual equipment, tables, chairs and carrying supplies. Lift and carry objects up to 50 pounds; a reliable mode of transportation that would enable travel to different sites.

RECRUITMENT TYPE:

This is a continuous recruitment and may close any time.

HOW TO APPLY:

Complete online application: www.calopps.org