



City of South San Francisco
Department of Parks & Recreation
Preschool Early Learning Program Leader
Recreation Leader II/III

Salary: Recreation Leader III \$21.77 - \$26.46 per hour, Recreation leader II \$20.07 - \$24.39 per hour

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

Shift & Hours: Hours: Monday - Friday 7:30 am - 1:00 pm, 12:00 pm - 6:00 pm

Location: Westborough, Siebecker or Little Steps Preschool

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, Coordinators and Preschool Teachers, the Preschool Leader implements a safe recreational and educational program that provides for the full intellectual and social development of each child.

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 children's 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 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.
- Follow and maintain discipline techniques of the childcare program area.
- Maintain excellent communication and customer service skills.
- Supervise the daily operation and safety of the children in the Preschool Program.
- Knowledge and ability to follow division procedures and policies.
- 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 at least six (6) months of experience in one or more of the following areas: licensed programs, classroom settings, camp experience, physical education, recreation, college work studies/internships, human services, or school guidance/counseling. A minimum age of 18 years is required.

Education:

A Recreation Leader II does not need but is encouraged to have completed 6 semester units and are in progress to complete 12 semester units in Early Childhood Education.

A Recreation Leader III must have completed 12 semester units in Early Childhood Education in Principles or Theory, Curriculum, Child, Family, Community and Child Development.

RECRUITMENT TYPE:

This is a continuous recruitment and may close at any time.

HOW TO APPLY:

Complete online application: www.calopps.org/city-of-south-san-francisco.