

# Recreation Leader II (School Year)

## Description

### **ABOUT THE POSITION**

The Recreation Leader II position is responsible for providing high-level programs and services through the Parks and Recreation Department which provide concrete, positive experiences for youth and which promote qualities that are essential to raising successful young people. Recreation Leaders (II) are responsible for creating and implementing the curriculum for the Town's recreation programs which offer youth daily activities, including arts, crafts, games, field trips, and special events. This position is responsible for supervision of part-time staff and program participants. This position may also work additional seasonal events for the Parks and Recreation Department throughout the year.

School year position: Support and assist students with homework, long-distance learning plans, and provide supplemental enrichment activities and supervised outdoor opportunities.

Must be available 20+ hours per week between the hours of 8:00am – 4:00pm

**\*\*\* Position Open Until Filled \*\*\***

### **EXAMPLE DUTIES AND RESPONSIBILITIES**

- Safely and appropriately supervise students in school like setting.
- Serve as a mentor and role model to students.
- Assist students with school work
- Plan and lead arts, crafts, games, and other enrichment activities.
- Work as part of a team of leaders.
- Use positive discipline and communicate effectively with parents/guardians.
- Perform duties within OSHA health and safety standards.
- Maintain adequate inventory of supplies and equipment within budgetary guidelines.
- Supervise and mentor Recreation Leaders (I), including adherence to Town policies and procedures.
- Follow proper cleaning/sanitizing procedures daily

Job Announcement URL:

<http://www.moraga.ca.us/dept/adminsvc/jobs>

## Ideal Candidate

## **QUALIFICATIONS**

- Experience working with youth in a recreation setting.
- Energetic, self-motivated, creative, and organized.
- Ability to work as part of a team.
- Mobility to work in a standard, active recreation setting.

## **EXPERIENCE AND EDUCATION**

### **Knowledge and Abilities**

- Experience working with youth in a recreation setting.
- Energetic, self-motivated, creative and organized.
- Ability to work as part of a team.

### **Education and Experience**

Applicant must be at least eighteen (18) years old.

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

**Experience:** Two (2) years' work experience, preferably in a customer service-oriented environment or in youth recreational activities.

**Education:** Enrolled in, or graduated from, high school. Some college level course work in recreation, early childhood education, leisure services, or a related field are desirable.

### **License or Certificate**

- Valid Class C California driver's license.
- Current First Aid/CPR Certificate or ability to obtain certificate