



6826 HAZEL AVENUE
ORANGEVALE CA 95662
916.988.4373

JOB ANNOUNCEMENT

POSITION: SENIOR RECREATION LEADER
FINAL FILING DATE: March 10, 2023
DESIGNATION: Seasonal
HOURS: Vary – 30-40 hours Monday through Friday and some evenings and weekends between 5/30-8/11
PAY SCALE: Senior Recreation Leader - \$16.00 to \$16.25/per hour DOE

APPLICATION/SELECTION PROCEDURE

Applications may be obtained from the Orangevale Recreation & Park District, <https://www.ovparks.com/about/employment-opportunities/>, or by calling (916)988-4373. Resumes will not be accepted in lieu of the District's official application form. All applications will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. Those applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the application process. For more information contact Andrew Gross, Recreation Coordinator, at (916)988-4373 or andrew@ovparks.com.

DESCRIPTION

Senior Recreation Leaders will plan, organize, and facilitate a variety of recreational activities for elementary aged children. Duties include but are not limited to: supervising staff; planning daily schedules; coordinating special events and trips; collecting and maintaining paperwork; acting as playground supervisor; directing arts and crafts, sports, games, drama, music, and other activities; and issue, collect, and account for athletic equipment. Leaders must render routine first aid for minor injuries, actively engage with the participants in the program and lead staff meetings. Senior Recreation Leaders also maintain cleaning & sanitizing documentation and enforce health & safety rules and regulations regarding staff and children in youth programming. Leaders must be available work June 5th - August 4th, with shifts varying between the hours of 6:30am and 6:30pm, Monday through Friday, including staff meetings and may work occasional evenings and weekends.

QUALIFICATIONS

- Minimum of 17 years of age.
- Minimum two years of experience working with children in a recreational program.
- Possess valid First Aid and CPR certificates by start date
- Knowledge of recreation activities and community resources.
- Ability to motivate and lead staff and children.
- Energy, enthusiasm, and creativity are highly desirable.

ABILITY TO

- Direct staff in maintaining program schedule/program
- Plan & facilitate age-appropriate recreational activities
- Provide structure and supervision to manage participant behavior within program
- Maintain professional boundaries with participants and staff
- Communicate effectively with children, parents, co-workers, and supervisors
- Understand and follow direction given by supervisors
- Follow and enforce adherence to current health and safety practices as specified by OVparks
- Desire to work collaboratively leading a team providing a safe and judgement-free atmosphere where children can safely try new things and learn from their experiences.
- Provide programming where children can gain cognitive, social, and physical skills through recreational experiences.
- Navigate and direct multiple computer systems, programs & websites

Typical Working Conditions: Indoor and outdoor recreational facilities and parks, frequent public contact, exposure to sun, and heat and inclement weather. Will often work in a loud and echoing environment.

Equipment Used: Telephone, radios, arts and crafts supplies, sports equipment, audio/visual equipment, computer systems, cleaning and sanitizing materials.

Physical Demands: Frequently required to stand for long periods of time, walk, run, reach, squat, bend, kneel, and lift or carry 10+ pounds while monitoring children or performing various tasks or activities over a range of terrains.

SPECIAL REQUIREMENTS

- Proof of a negative Tuberculosis screening within the last four years is a pre-requisite for employment.

Equal Opportunity Employer

Orangevale Recreation & Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Orangevale Recreation & Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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