



6826 HAZEL AVENUE
ORANGEVALE CA 95662
(916)988-4373

JOB ANNOUNCEMENT

POSITION: RECREATION LEADER I
FINAL FILING DATE: Until Filled
DESIGNATION: Seasonal
HOURS: Vary – 10-30 hours Monday-Friday, may work some evenings and weekends, Shifts and trainings will be between 6/3/2024-8/2/2024
PAY SCALE: Recreation Leader 1 - \$16.00 per hour

APPLICATION/SELECTION PROCEDURE

Applications may be obtained from the Orangevale Recreation & Park District website, www.ovparks.com/employment-opportunities, or by calling (916)988-4373. Resumes will not be accepted in lieu of OVparks 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

Recreation Leaders initiate, organize, and carry out a variety of recreational activities for elementary aged children. Duties include but are not limited to planning of daily activities, assisting in coordinating special events, trips, and after school programs; directing arts and crafts, sports, games, drama, music, and other activities; and rendering routine first aid for minor injuries. Recreation Leaders maintain order and enforce rules and regulations regarding youth programming; issue, collect, and account for recreation equipment, collect and maintain paperwork; act as playground supervisor; and actively engage with the participants in the program. Leaders must be available to work June 3 - August 2, 2024 Monday through Friday. Shifts will take place between the hours of 6:30am and 6:30pm and may work occasional evenings and weekends.

QUALIFICATIONS

- Minimum of 15 years of age, experience working and volunteering with kids preferred.
- Possess valid First Aid and CPR certificates by start date.
- Knowledge of recreation activities and community resources.
- Able to motivate and lead children.
- Energy, enthusiasm, and creativity are highly desirable.

ABILITY TO

- Lead groups of children in safe, age-appropriate recreational activities
- Maintain professional boundaries with participants and staff
- Communicate effectively with children, parents, co-workers, and supervisors
- Understand and follow direction given by supervisors
- Desire to work collaboratively on a team and provide 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.
- Facilitate and enforce current health and safety practices as specified by OVparks

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, radio, arts and crafts supplies, sports equipment, audio/visual equipment, 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 including swimming pool.

SPECIAL REQUIREMENTS

- Proof of a negative Tuberculosis screening within the last two 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, description/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.