Mission Oaks Recreation and Park District July 2019



**Recreation Leader**

**$12.00/Hour (Until January 1, 2020)**

**Seasonal up to 30 hours per week (August 2019-June 2020)**

**Definition:**

Under the direction of the Recreation Program Lead and Recreation Coordinator, the Recreation Leader will conduct, participate and supervise youth in a variety of recreation activities as assigned. Recreation Leaders will be asked to collaborate with other Recreation Leaders and San Juan Unified School District Staff in order to provide an enriching and safe environment for youth. This is a seasonal position.

**Program details:**

Work will be performed primarily inside and outside at a San Juan Unified School District sites. The program components are enrichment, games, homework help and nutrition. The Program runs Monday through Wednesday and Fridays from 2pm to 6pm. Thursday program runs from approximately, 12:30pm to 6pm. Specific training dates and times will be announced.

**Requirements**:

* 18 year old or older
* Experience preferred by not necessary
* A high school diploma or equivalency
* 48 college units or pass a proficiency test
* Passing a background check for both the Park District and School District
* A clear TB test record
* Desire to work with children ages 5-12
* Maturity, good judgment, and friendliness
* Ability to lead groups of children in appropriate and safe group activities
* Maintain professional boundaries with participants and staff
* Ability to communicate effectively, take directions, and follow through on job tasks
* Ability to stand and actively move for 4 to 6 hours
* Ability to be in a variety of temperatures including extreme heat
* Ability to push or pull 20lbs
* Ability to lift 15lbs
* Desire to work collaboratively on a team
* All selected applicants must be willing to undergo fingerprinting with the Department of Justice, become certified in CPR and First Aid and provide a negative TB test

**Examples of duties:**

* Assisting and preparing in daily/weekly planning of program activities
* Assisting in setting up and moving equipment
* Leading youth in activities such as games, special events, arts and crafts, drama, music, social and sports activities
* Remain positive and enthusiastic throughout the season
* Communicate, delegate, review, and follow-up on planned recreational activities
* Conduct regular safety checks of your area, and correct hazardous situations immediately
* Report to Recreation Program Lead and Recreation Coordinator any accidents, incidents, or injuries immediately
* Monitor the issue, use, and care of recreational supplies and equipment
* Clean all program areas after completion of activities (Sweep rooms, clean all tables and counters, put away all supplies etc.)
* Develop, maintain, and enforce the policies; maintain safety and positive behavior of participants
* Attend appropriate staff meetings, training sessions, events and workshops as directed
* Represent MORPD in appearance, integrity, and professionalism

**Selection Process:**

Will consist of an application screening with the most qualified candidates being invited to participate in an interview.

**How to Apply:**

You may pick-up an application from Mission Oaks District Office or download an application online at MORPD.com.  Applications can be sent as an email attachment to **bridges@morpd.com** or mailed to:

**Mission Oaks District Office**

**3344 Mission Ave**

**Carmichael, CA 95608**