

CITY OF SAN JUAN CAPISTRANO

RECREATION LEADER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide staff assistance in assigned area of responsibility, including: Child Development, Community Center, Sports, Senior Citizen Program, and/or Special Events; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Community Services Coordinator.

ESSENTIAL FUNCTION STATEMENTS . Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Child Development:

1. Plans and prepares curriculum for children; plans, prepares, and implements lessons, activities and art projects.
2. Instructs children in various basic skills including but not limited to colors, shapes and alphabet familiarization; assists children in developing social skills.
3. Supervises children during indoor and outdoor play, free time, nap time and field trips; assists in resolving interpersonal conflicts.
4. Leads children in a variety of lessons, games and activities including circle time, songs and show and tell; provides playground supervision during physical education.
5. Prepares and serves nutritious lunches and snacks to children.
6. Maintains cleanliness and neatness in the classroom.

Community Center

1. Monitors rental of city parks, sports fields, and buildings.
2. Maintains cleanliness of park restrooms and surrounding areas.
3. Ensures all trash cans are emptied and cleaned.
4. Set-up and take-down of tables and chairs for facility rentals.
5. Opens and closes gymnasium for rental groups.
6. Oversees use of gymnasium during and after rentals.

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All

1. Assists in city-wide special events.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of early childhood development.
Instructional methods and techniques.
Methods and techniques of lesson planning.
Principles and practices of leadership.
Principles and techniques of conflict resolution.
Pertinent Federal, State and local codes, laws and regulations.

Skill in:

Teaching children a variety of basic skills.
Preparing and implementing lessons, activities, projects and games.
Providing classroom and playground supervision.
Ensuring a safe learning environment.
Preparing and serving nutritious lunches and snacks.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Child Development: Two years of experience working with children.
Other: Two years of related experience.

Training:

Equivalent to the completion of the twelfth grade.

Child Development: Supplemented by courses in Early Childhood Development (ECE).

License or Certificate

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.
Possession of, or ability to obtain, an appropriate, valid first aid certificate.
Possession of, or ability to obtain, an appropriate, valid driver's license.

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WORKING CONDITIONS

Environmental Conditions:

Classroom and playground environment; extensive contact with children.

Work in both indoor and outdoor recreational facilities.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; moderate or light lifting and carrying; repeated bending.