**CAMERON PARK COMMUNITY SERVICES DISTRICT**

 RECREATIONAL LEADER II

RECREATION DEPARTMENT

SEASONAL/PART-TIME EMPLOYMENT

Hourly Salary: $17.23 - $18.10 (No Benefits Included)

**JOB DESCRIPTION:**

Recreation Leader II is responsible for the direct supervision of participants with District programs. The Recreation Leader II leads assigned Recreation Leader I’s and implements recreation programs, projects, special events, and activities at various District facilities

**ESSENTIAL JOB DUTIES (INCLUDING BUT NOT LIMITED TO):**

* Lead assigned staff and activities, ensure good behavior and safety of program participants, manage attendance, enforce program rules
* Ensure the safety, security, cleanliness, and orderliness of the program environments.
* Promote and enforce safety procedures and render first aid as needed.
* Use respectful, positive customer service and interpersonal skills with participants, co-workers and parents.
* Assist in maintaining accurate programs records as requested.
* Establish positive working relationships with representatives of community organizations, state/local agencies, co-workers, and the public.
* Ability to receive and carry out written and oral instructions.
* Be on time, adhere to assigned work schedule, wear uniform, and maintain a clean and neat appearance.
* Establish and meet timelines, be proactive, and shows strong organizational skills.
* May be responsible for opening and closing facilities, programs, or events.
* Assist with implementing District special events and activities.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

* Mobility and dexterity to work in an outdoor park and community center setting.
* Strength and agility to lift and carry items weighing up to 25 pounds, and ability to use standard office equipment.
* Speech and hearing to communicate in person and by telephone.
* Vision to read handwritten and printed materials and a computer screen.
* Ability to work outdoors in all types of weather.
* Ability to work at various locations District facilities.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

* Minimum age is 16 years old.
* Experience working with children ages 5 – 12 years old is preferred.

**PREFERRED SKILLS AND CERTIFICATIONS:**

Certificate of completion of Pediatric CPR and First Aid Training.

**Equal Opportunity Employer:** Cameron Park Community Services District is an Equal Opportunity Employer.