

Job Title:	Recreation Leader I	Department/Group:	Recreation Department
Location:	Community Center and various CSD parks	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$16.91-\$17.34	Position Type:	Seasonal, Part-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input checked="" type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
<p>Under the general direction of the Recreation Supervisor or their designee, the Recreation Leader I is responsible for the direct supervision of participants with District programs. The Recreation Leader I will supervise program participants and implement recreation programs, projects, special events, and activities at various District facilities. Upon hire there will be mandatory staff training and a weekly staff meeting.</p>			
ESSENTIAL DUTIES; including, but not limited to, the following:			
<ul style="list-style-type: none"> • Supervise participants and lead activities, 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 assigned. • 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. • Assist with implementing District special events and activities. 			
PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:			
Position requires:			
<ul style="list-style-type: none"> • 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			
<ul style="list-style-type: none"> • Minimum age is 14 years old. • Experience working with children ages 5 – 12 years old is preferred. 			
PREFERRED SKILLS AND/OR CERTIFICATIONS			
Certificate of completion of Pediatric CPR and First Aid Training.			

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time