**CAMERON PARK COMMUNITY SERVICES DISTRICT**

 RECREATIONAL LEADER I

RECREATION DEPARTMENT

SEASONAL/PART-TIME EMPLOYMENT

Hourly Salary: $16.00 - $16.81 (No Benefits Included)

**JOB DESCRIPTION:**

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.

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

* 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:**

* 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 15.5 years old.
* Experience working with children ages 5 – 12 years old is preferred.

**Equal Opportunity Employer**

Cameron Park Community Services District is an Equal Opportunity Employer.