



RECREATION ASSISTANT

DEPARTMENT: CYD

REPORTS TO: Site Supervisor

CLASSIFICATION: Non-Exempt

OF HOURS: Part-Time, 30 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

Directly responsible to the Site Supervisor for the administration, management and supervision of a fee-based Recreation program on a public school site.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Management and supervision of an after school Recreation Program until 6pm.
- Responsible for management of the Recreation program on site in a separate area/location from Prime Time Program.
- Plan, coordinate, and implement age-appropriate educational, recreational, social, and multi-cultural activities for children grades 6-8.
- Plan and provide homework assistance, tutoring, or academic enrichment activities for a minimum of 60 minutes daily.
- Ongoing and regular participation in a variety of activities including any or all of the following: physical fitness, organized sports, academic projects, fine arts and practical arts.
- Supervise children to ensure their safety at all times.
- Develop program curriculum, session calendar, newsletters, and snack schedules as required.

QUALIFICATIONS (Education, Experience and Certifications):

- One year training and experience with the management and supervision of a program with middle school age children, with increasing job responsibilities.
- 12 units in Education, Recreation, Child Development, or related field.
- Favorable pre-employment TB test and health screening required.
- Favorable pre-employment DOJ/FBI fingerprinting clearance and child abuse index processing required.
- Current CPR and First aid certificate must be provided within 30 days of employment.
- Immunization Records (influenza, pertussis and measles) within 30 days of employment.
- Access to reliable transportation required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Competence in the use of a variety of computer programs such as Excel and Word.
- Competence in providing leadership, and stability for program success.
- Ability to communicate with children and adults.
- Time management skills.
- Capable of independent judgment, and planning.



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WORKING CONDITIONS:

ENVIRONMENT: Typically a school setting within an area such as all-purpose room as well as outdoor setting on concrete or asphalt surface. Adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.