

**CITY OF REEDLEY COMMUNITY SERVICES DEPARTMENT
AFTER-SCHOOL RECREATION LEADER
JOB DESCRIPTION**

Definition

Under the supervision of the Community Services Department, the Recreation Leader will provide for the safety and enjoyment of students in the After School Program. The Leader will also organize, lead, promote and participate in youth recreation activities and programs and enforce all facility rules and regulations.

Typical Duties

Report to work at least **15 minutes** before going on duty.

Organize, lead and conduct recreation and enrichment activities, including arts, crafts, sports, games, cooking, singing and science.

Create lesson plans for enrichment classes, implement new ideas for class topics and instruct classes.

Assist students with daily homework.

Maintain discipline on indoor and outdoor play areas and insure the student's safety.

Set up and clean up necessary supplies and equipment.

Keep assigned area clean and free of any and all safety hazards at all times.

Report attendance and progress of recreational activities.

Perform other related duties and responsibilities as assigned.

Serve provided daily snack and cleanup snack area when through.

Keep daily records of snack program.

Attend all meetings and trainings.

Minimum Qualifications

Be a minimum 18 years old

Have a minimum of two year of experience with children between the ages of 5-13.

Have experience with planning, organizing, and leading a wide variety of recreation activities.

Know the basic rules, practices and equipment used in specialized recreation activities.

Certification

Valid CA Driver's License

Current Community First Aid and CPR Certification

48 units or Passing of "No Child Left Behind" Exam

Hours and Pay

Monday to Friday as assigned

Rate of pay: \$11.00 per hour