

# CITY OF PORTERVILLE

## RECREATION LEADER II

\$16.50 - \$18.50 per hour

### **DEFINITION:**

Under general direction, to assist organizing and supervising recreation programs, activities, classes and special events and to do related duties.

### **REPRESENTATIVE DUTIES:**

1. Assist in leadership at program sites.
2. Assist in scheduling and supervision of programs.
3. Communicate with supervisors, parents, participants, school district representatives and staff members in a professional and positive attitude at all times.
4. Adhere to and enforce all safety rules and programs regulations, policies and procedures.
5. Assist in maintaining accurate records and precise reports.
6. Receive fees, prepares collections and make daily deposits as necessary.
7. Perform a variety of tasks incidental to the operation of the programs.

### **QUALIFICATIONS GUIDELINES:**

#### **KNOWLEDGE:**

Basic athletic, arts and crafts skills; prefer basic early childhood education.

#### **EDUCATION:**

Graduation from high school; experience in supervising youth, athletic events and art and crafts activities. One year experience in early childhood development desirable.

#### **ABLILTY TO:**

Supervise activates of children's games and activities; maintain cooperative working relationships with staff, children and adults; maintain a safe and healthy environment for participants involved in activities, programs and classes; adhere to requirements and rules set forth by the administration.

#### **SPECIAL REQUIREMENTS:**

May require to work a varied schedule of hours, including weekends and holidays; possible travel throughout the city on occasions. Require valid State of California Class C Driver's License.

#### **SPECIAL CONDITION:**

Prior to appointment candidate must pass a background check, drug/alcohol screen and TB test.



The City of Porterville is an equal opportunity employer (EEO) and is compliant with the Americans with Disabilities Act (ADA). If you believe you need accommodation under the ADA in the testing process for any position for which you intend to apply, please contact the Human Resources Division at (559) 782-7441 to request such accommodation. The City prohibits discrimination on the basis of race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, Acquired Immune Deficiency (AIDS/HIV) or AIDS related conditions, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, parental status, veteran status, height, weight, or any other basis protected by law.