



## **JOB DESCRIPTION**

### **Before & After School Club and Teen Club Programs**

### **P/T Assistant Director**

#### THE POSITION

Under supervision of the Site Director, assists with planning, supervising and conducting a variety of indoor and outdoor recreational activities, which includes managing a recreation staff and providing a safe and positive environment for all who attend. Programs are located in Simi Valley and Oak Park. This is an “at will” position. The “at will” nature of the employment cannot be changed without the express written consent of the R.S.R.P.D. District Manager.

#### EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to: Plans, organizes and supervises staff and recreational activities; schedules and arranges facility activities; maintains constant dialogue with parents and school officials; maintains attendance and activity records; makes program evaluations, and promotes staff training and safety procedures. In the absence of the Site Director, acts on their behalf. The position may perform other related work as required.

#### EMPLOYMENT STANDARDS

High school graduation or G.E.D. equivalent. One to two years of general experience in recreation, specific experience with planning daily activities for elementary or middle school age children, and Red Cross Certification of First Aid and CPR for the Professional Rescuer (certifications must be completed within the first 90 days of employment). Understanding of leadership techniques and methods. Ability to maintain equipment and facilities at a recreation site. Ability to build positive working relationships with children, parents, and staff. Ability to make decisions independent of direct supervision. Maintain current First Aid and CPR for the Professional Rescuer certifications, plus have the ability to utilize these skills in case of emergency. Early Childhood Education desired.

#### PHYSICAL ACTIVITY REQUIREMENTS

Must possess mobility to work in a standard office setting and outdoor play areas. It is expected this position will require standing and walking 70% of the time or more; occasional lifting/carrying, pushing/pulling materials weighing up to 40 pounds (includes setting up of tables/chairs); occasional leading of groups in activities involving steep or uneven terrain; occasional bending, kneeling, squatting, crawling, reaching overhead; occasional climbing of stairs; ability to read printed materials, clearly communicate information and ideas, and work outdoors in a variety of weather & temperature conditions.