



EMPLOYMENT OPPORTUNITY

Before/After School Club - P/T Recreation Counselor

(\$8.83-\$10.22/hr.)

(non-exempt)

THE POSITION

Under supervision of the Site Director, supervises and conducts a variety of indoor and outdoor recreational activities and provides 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. General Manager.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to: Supervises children in recreational activities, maintains positive interaction with parents and school officials, and promotes safety procedures. The position may perform other related work as required.

EMPLOYMENT STANDARDS

High school graduation or G.E.D. equivalent and 18 years of age. Experience with planning and leading activities for elementary 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). Ability to maintain equipment and facilities at a recreation site. Ability to build positive working relationships with children, parents, and staff. 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 that 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 and temperature conditions.

APPLICATION / SELECTION PROCESS

Fully completed, signed and dated originals of a District Application and a Supplemental Questionnaire are required. Forms are available for downloading at www.rsrpd.org or at the District’s Main Offices. A resume is not required, but may be attached to the completed application packet. Please submit application packet to: Rancho Simi Recreation and Park District, Attention: Brian Pierce, 1692 Sycamore Drive, Simi Valley, CA 93065. Faxed or electronic submissions will not be accepted. Applicants evaluated as having the best combination of qualifications in relation to the requirements and duties of the position will be interviewed.

FILING DATE

Open until filled.

EQUAL OPPORTUNITY EMPLOYER

All aspects of employment and promotion shall comply with the principle of Equal Employment Opportunity.

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Rancho Simi Recreation and Park District - Main Offices
1692 Sycamore Dr., Simi Valley, CA 93065
805/584-4400 - www.rsrpd.org