

Jurupa Area Recreation and Park District Job Description

Job Title: Activities Teacher II
Department: Recreation
Reports To: Recreation Coordinator
FLSA Status: Hourly
Approved By: Board of Directors
Approved Date: July, 2008
Pay-Rate: \$9.74- \$11.85/Per Hour

SUMMARY

Under direct supervision, assists in conduction of recreation activities at designated program sites, and functions by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under supervision of Recreation Coordinator/Recreation Supervisor, this position will plan and conduct special activities and participate in the care, instruction, and supervising of school-age children.

Plan and supervise structured recreational activities for school-aged children.

Serve as lead staff at program sites and facilitate principles and procedures.

Will assist in the day to day operation of child care after-school programs, and perform other job related duties as assigned.

Organize, supervise and conduct structured recreational/educational activities for school-age children.

Assists with routine activities such as homework, studies, sports, games, story time, and social activities.

Keeps attendance records, operates necessary equipment, and monitors activities of children during recreational programs, trips and activities to ensure orderly conduct, safety and well-being of all participants.

Completes accident and incident reports, attendance reports and shift reports.

Explain, demonstrate and directly participate with participants in, sports, new games and arts and crafts projects.

Teach the fundamentals of play and sportsmanship.

Represents district policies and procedure, and performs public relations for the district.

Regular and timely assistance is mandatory.

Provides supervisor with necessary information concerning programs and supplies.

Able to work during weekdays, after school, all day during school breaks and minimum day

dismissals.

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SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Criminal background investigations will be conducted, in addition to fingerprints of all eligible applicants.

Submit original documentation of both work authorization and identity (per the Immigration Reform and Control Act of 1986).

EDUCATION and/or EXPERIENCE

High school diploma or equivalent.

Must be 18 years of age at time of application.

Twelve college units Early Childhood Education (ECE) or Child Development (CD) , Recreation or Physical Education desirable, but not required.

Six months of related continuous paid or volunteer experience working with school-age children required.

LANGUAGE SKILLS

Ability to read interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak to effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California Driver's License.

Must possess First Aid/CPR (Infant, Child & Adult) certification at time of hire or within 60 days from date of hire.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; climb or balance; talk or hear; and taste and smell. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

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PHYSICAL DEMANDS (Continued)

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perceptions and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Jurupa Area Recreation and Park District is an Equal Opportunity Employer.