



## Recreation & Community Services: Recreation Leader I a Temporary/Part-Time

The Capitola Recreation and Community Services Department provides seasonal programs to residents that live within the Soquel Unified Elementary School District and is committed to providing safe, affordable, and fun recreational activities to support the health and well-being of residents. The Department operates an Afterschool program at New Brighton Middle School, Camp Capitola at Jade St Community Center, community events (Food Truck, Winter Movies, Family Camp) and spring and summer sport leagues.

### **GENERAL PURPOSE**

Under the supervision of the Capitola Recreation administration and the Program Coordinator, a Leader I will act as an instructor and activity leader for recreation programs offered by the Department. Leader I will work closely with other Leaders as a team to provide supervision and recreation activities, including but not limited to sports, arts, technology, performance, and youth leadership.

### **REQUIRED QUALIFICATIONS**

- Any combination of education and/or background in recreational or educational programs
- Experience working in direct supervision and implementing activities for youth and teens
- Ability to implement required health and safety protocols, which may include health screening, face coverings, social distancing, and sanitizing requirements.
- Ability to be flexible and adapt to changes in program
- Ability to enthusiastically plan and lead activities
- Ability to communicate effectively with youth, parents and other staff
- Ability to understand and carry out oral and written directions
- Ability to perform effectively in situations requiring disciplinary or emergency action
- Ability to follow the program guidelines and perform to standard
- Must be 18 years of age or older
- All applicants must be fingerprinted
- Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.

### **DESIRABLE QUALIFICATIONS**

- Current Basic First Aid and C.P.R. certification or ability to obtain
- A safe driving record as determined by the City's Personnel Department and ability to drive participants
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills
- Training or experience in working with children with special needs

### **SALARY/WORK SCHEDULE**

The work schedule of a Leader I will resemble the operating schedule of the program assigned. In general, this position is expected to work between 15 and 40 hours per week depending on program assignment.