



CITY OF LA HABRA
invites applications for the position of:

Recreation Leader (Day Camp/Events /Staff) (Temporary/Part-time)

SALARY: \$12.00 Hourly
DEPARTMENT: Community Services
DIVISION: Recreation
OPENING DATE: 03/04/19
CLOSING DATE: 03/29/19 04:30 PM

DESCRIPTION:

The City of La Habra is recruiting to fill the position of Recreation Leader (Day Camp/Events/Staff) in the Community Services Department for the summer months approximately from May through August. The Recreation Leader (Day Camp/Events/Staff) will work approximately 25 hours per week.

DEFINITION:

Under supervision, instructs, creates and implements a variety of day camp activities for children ages 4 to 12. Implements daily schedule or activities and follows all day camp safety procedures to create a fun and safe day camp environment. May be assigned to work additional City events at supervisor's discretion. This position will be required to work the City of La Habra's Annual 4th of July Event, and the La Habra Tamale Festival, including some days post and prior to the event.

EXAMPLES OF DUTIES:

ESSENTIAL DUTIES *(Duties may include, but are not limited to the following):*

- Supervises the actions of all day camp participants (campers).
- Insures that safety precautions are observed.
- Administers emergency First Aid and CPR when needed.
- Provides feedback on participants behavior to parents and supervisors as necessary.
- Uses proper disciplinary techniques and positive reinforcement.
- Maintains cleanliness of the day camp facility throughout the day and especially at the beginning and end of each day camp shift.
- Opens and closes facility as scheduled; including but not limited to checking the facility for safety precautions, setting up tables and chairs in the morning, putting tables and chairs away at night and ensuring the facility is locked.
- Oversees the use of equipment, materials, and supplies.
- Serves as a mentor to teen leaders.
- Provides excellent customer service and general information to the public.
- Creates lesson plans for supervisors review.
- Attends and actively participates in weekly staff meetings/development.
- Assists in the preparation and handling of food; snack and lunch.
- Maintains the staff to camper ratio of 8:1.
- Follows the daily itinerary and lead games and activities as scheduled.
- Maintains order and safety on and off site including but not limited to; walking excursions, bus excursions and at different excursion locations.
- Reports and files incident reports in a timely manner.
- Opens and closes city facilities and parks.
- Assists with special events including, but not limited to: Kid's Night Out, Concerts In the Park, National Night Out, Cool Cops, Itty Bitty Camp, Love La Habra, KaBOOM!, La Habra Races, Red Ribbon Week, and Veterans Day.
- Performs other related duties as required.

TYPICAL QUALIFICATIONS:**QUALIFYING KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

- o Methods and techniques used in recreation.
- o First aid.

Ability to:

- o Organize, direct, and lead groups of children.
- o Plan and implement recreational activities and generate enthusiasm among participants.
- o Maintain good working relations with staff and citizens.
- o Resolve minor disciplinary problems and maintain order.
- o Give and follow instructions.
- o Keep clear and accurate reports.
- o Supervise the use of facilities, materials, equipment, and supplies in programs.
- o Provide excellent customer service to the Community and maintain effective working relationships with persons of diverse cultural and socio-economic backgrounds.

SUPPLEMENTAL INFORMATION:**TRAINING AND EXPERIENCE:**

Any combination of education and experience that provides the qualifying knowledge, skills, and abilities. Experience working with the public is required. Experience and/or education working with children are highly desirable. Must be at least 16 years of age with a valid worker's permit in order to apply. Bilingual (English/Spanish) is highly desirable.

CERTIFICATES AND LICENSES:

Must possess a high school diploma or GED.

PHYSICAL DEMANDS

While performing the duties of this class, an employee performs moderately heavy work; regularly required to sit, stand, talk and hear both in person and by telephone; and use hands to operate, finger, handle or feel a variety of equipment; and reach with hands and arms. The employee is required to walk, climb, stoop or bend, push, pull, and lift up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, the employee is regularly required to work on multiple concurrent tasks with constant interruptions, read and interpret documents and information; use oral communication skills; interact with City staff, elected officials, residents, the general public and others encountered in the course of work, some of whom may be dissatisfied and/or abusive individuals.

WORK ENVIRONMENT

Work is typically performed at indoor and outdoor program sites in seasonal weather conditions. Work may require exposure to noise, dust and dirt. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL CONDITIONS

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all La Habra city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

APPLICATION PROCESS:

To be considered for this opportunity, please submit a City application online through the Human Resources Department webpage at www.governmentjobs.com/careers/lahabraca. Completed applications **will be accepted until 5:30 p.m. on Thursday, March 21, 2019, so please apply immediately**. Resumes will *not* be accepted in lieu of a completed City application. Applications will be screened and those applicants deemed best qualified will be invited for an oral interview. The final candidate must successfully complete a drug screening and will also be fingerprinted.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

***This bulletin is not a contract, neither expressed nor implied.
Any provision herein may be modified or revoked.***

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.lahabraca.gov>

110 E. La Habra Blvd.
La Habra, CA 90631
562-383-4079

Position #00088
RECREATION LEADER (DAY CAMP/EVENTS/STAFF)
(TEMPORARY/PART-TIME)
DG
