



JOB DESCRIPTION

Before & After Elementary School Club and Teen Club Programs P/T Recreation Counselor

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. The hours and schedule will vary depending upon the needs of the program. Hours worked may be limited to less than 1,000 per fiscal year (July 1 through June 30). 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: 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.

RANCHO SIMI RECREATION AND PARK DISTRICT

- Main Offices – 4201 Guardian St., Simi Valley, CA 93063 (805) 584-4400 Oak Park Community Center and Gardens - 1000 N. Kanan Rd., Oak Park, CA 91377 (818) 865-9304 • www.rsrpd.org