

## Fulton – El Camino Recreation and Park District

### RECREATION LEADER (Before and After School) Van Driver Job Description

#### Program Area Responsibility

Under the supervision of a full-time Recreation Division employee, assists with a variety of recreational programming and performs related work as required.

#### Definition

Assists with planning, organizing, promoting, conducting, and evaluating of Before and After School program that includes arts and crafts, games, sports, music, drama, transportation, etc.

#### Essential Job Functions

- Transports children from school to facility.
- Leads learning activities for kindergarten.
- Helps plan and implement recreation activities for Afterschool.
- Plays active and passive games with program participants.
- Interprets rules for activities; mediates disagreements; provides disciplinary action to program participants.
- Monitor's equipment and supplies inventory.
- Prepares programming ideas as required.
- Sweeps, wipes tables, and puts supplies away.
- Assists with maintenance of sign-in and sign-out records.
- Assists co-workers with arts n crafts, music, general play.

#### Minimum Education and Qualifications

Equivalent to High School Diploma

#### Required Knowledge, Skills, and Abilities

Current certificates in Community CPR and Community First Aid. A Valid CA Driver's License. The desire to work with people; good leadership qualities; enthusiasm; the ability to organize before and after school activities; the ability to organize and maintain control of a large group of children. Must pass DOJ background prior to working with children.

**Physical Demand:** Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (infrequently up to 50 lbs.); kneeling; stooping; bending; squatting; swimming.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**Environmental Demands:** Outside: Frequently and routinely works.

outside in a variety of weather conditions ranging from cold rainy.

weather to +100° F. Inside: Routinely works indoors in a

temperature –controlled environment. Fumes/Gases: Exposure to fumes from pool chemicals, perfumes/colognes. Noise/Vibrations: Office Machines, exposure to outside noise. Moderate exposure to outdoor noise

**Mental Requirements:** Reading: Reads manuals, reports, evaluations, math skills.

**Writing Requirements:** Writes letters, reports, memos, etc.

**Judgment:** Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Define problems, establish facts, and draw valid conclusions.

**Social Skills:** Ability to relate cooperatively with staff of local agencies, members of the public, Directors, and District personnel on a constant and face to face basis.

**Hours of Work:** 15-25 hours per week; Monday through Friday; Flexible hours between 11am-6pm. Mandatory staff meetings as required  
Additional hours may be required for extra program planning.