

City of Lafayette
Parks, Trails & Recreation Department
500 St. Mary's Road, Lafayette CA 94549
(925) 284-2232

POSITION: PART-TIME, TEMPORARY, SEASONAL – SPORTS & CAMPS

Title:	Recreation Leader I (After School Programs, Sports & Camps)
Definition:	Assists in organizing and conducting recreation activities, programs and events. Entry Level.
Location:	Lafayette Community Center, 500 St. Mary's Rd., Lafayette
Dates:	Year Round
Hours:	3 – 35 hours / week
Shifts:	Shifts may vary depending on league hours and special programs
Reports to:	Recreation Coordinator and Recreation Leader III
Programs:	Include but are not limited to: After School Programs, Dodge Ball, Little Sportsters (Floor Hockey, Soccer and Basketball), Awesome Night Outs, Camp Awesome, Lafayette Youth Commission Events & Birthday Parties
Duties & Responsibilities:	Under the supervision and direction of the Recreation Coordinator and Recreation Leader III, Recreation Leaders will learn to: <ul style="list-style-type: none">• Lead, teach, demonstrate, officiate activities such as special events, camps, classes, leagues and / or birthday parties• Assist with daily operations, including developing, promoting and implementing programs• Set up all necessary equipment• Perform facility clean up• Supervise and interact with participants and parents• Supervise, model and monitor compliance with safety and sport / game / facility rules• Assist in maintaining attendance and activity records• Learn how to use recreation enrollment software to enroll participants and create rosters• Assist monitoring and maintaining equipment and supplies• Issue equipment and supplies and collect for storage• Provide information and direction on activities• Provide encouragement, feedback and counseling regarding participation• Participate in staff meetings and training sessions• Make recommendations on program activities

Qualifications:

Ability to: lead participants, communicate activity objectives and rules clearly and effectively; provide information and direction to a wide variety of age groups; conduct games and activities following established rules, guidelines and time limits; learn, retain and use safety rules and regulations; provide verbal and summarized written feedback on activities; lift at least 25 lbs. A minimum of one year of college preferred (experience may be substituted for education). Driver's License with reliable transportation to get around the City.

Training:

Employees must be trained in first aid (Opportunities provided through employment). Training in daily operations provided.

Compensation:

\$10.00 to 12.00/hr. Recreation Leader I is part of the Recreation Leader Ladder. Employees' work will be reviewed annually and compensation will be adjusted based on performance reviews. Continued acceptable performance reviews may make Level I Leaders eligible for the Recreation Leader II position. Part time seasonal employees may be reclassified based on responsibilities and seasonal programs. Recreation Leaders may have different pay rates/classifications for specific programs.

Application Procedure:

Applicants should complete an application and mail to:

City of Lafayette Park, Trails and Recreation Department
Attn: Recreation Coordinator/Sports&Camps
Lafayette Community Center
500 St. Mary's Rd.
Lafayette, CA 94549