



City of Gonzales

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GONZALES, CALIFORNIA 93926
www.gonzalesca.gov



City of Gonzales PART TIME RECREATION LEADER I - AFTER SCHOOL AID JOB DESCRIPTION Starting Salary \$15.50 per hr.

SUMMARY:

Under general supervision, supports in the development and safety of all students in the program. Exudes excellent customer service for all recreation program patrons. Work closely, in person, with children ages 5-12. Must be able to assist with academics, organization, and facilitation of activities. Must be available to work Monday – Friday between 12:00pm and 6:00pm. Schedules will be determined upon hiring.

DUTIES AND RESPONSIBILITIES:

- Responsible for supporting student success in the recreation's afterschool programs and camps
- Supports the learning and development of students enrolled in the program
- Helps maintain the programing area safe and clean
- Enforces all program and facility rules
- Provides good customer service which includes but is not limited to answering questions accurately and in a timely manner regarding program and program activities
- Ability to work with children
- Be able to plan fun and interactive activities such as arts and crafts
- Must be able to work in teams of two

MINIMUM JOB REQUIREMENTS:

- Must be at least 18 years of age
- Must have current certification CPR & First Aid (or willing to acquire)
- Must comply with all safety protocols established by the program for staff and participants
- Must work well with children ages 5-12
- Some experience working with children

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to react calmly and effectively in emergency situations

Gonzales will continue to be a safe, clean, family-friendly community, diverse in heritage, and committed to working collaboratively to preserve and retain its small town charm

- Ability to pass a pre-employment physical skills evaluation as stipulated by the department
- Ability to prepare routine administrative paperwork
- Knowledge of CPR and first aid
- Ability to follow routine verbal and written instructions
- Knowledge of customer service standards and procedures

MUST INCULDE WITH APPLICATION

- Copy of current CPR and First Aid Certification (if available)

To apply complete the online application that can be found at <https://gonzalesca.gov/services/human-resources/job-opportunities> and submit it to jdouglas@ci.gonzales.ca.us