



# Town of Moraga

## RECREATION LEADER II / DAY CAMP DIRECTOR

**Part Time Temporary/Seasonal – Does not Receive Benefits or Paid Leave**

**\$13.16 - \$16.00/hr**

**Program Dates: June 11 – August 10, 2012**

### **POSITION DESCRIPTION:**

Under direct supervision of the Parks and Recreation Director or his/her designee, this position provides leadership and program responsibility by supervising participants, organizing program elements, and directing and conducting activities. This position is assigned up to a 40-hour work week, which may include some evenings and weekends.

### **DUTIES AND RESPONSIBILITIES:**

Some of the job duties are:

- Supervise participants in the program area
- Lead field trips including visits to local entertainment venues
- Work with participants leading group games, crafts, sports, and other activities
- Analyze program needs and recommend new and innovative program ideas
- Keep records and prepare reports
- Open/close and secure program site
- Assist the public with questions and inquiries
- Administer first aid as required
- Maintain a safe program environment or facility

### **KNOWLEDGE AND ABILITIES:**

- Knowledge of philosophy, objectives, and requirements in the implementation of youth programs and services
- Knowledge of supervision and leadership techniques
- Understanding of program risk management and safe work practices
- Ability to direct the work of others and develop an effective team
- Ability to effectively exchange or convey information to co-workers, supervisors, and the general public, and to receive work direction
- Ability to plan and organize program elements
- Ability to handle and prioritize multiple tasks
- Other skills: reliability, dependability, creativity, and enthusiasm

### **EXPERIENCE AND TRAINING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

*Experience:* One year of experience in childcare, babysitting, or volunteer work in related field OR  
One year experience in related sport as a coach, player, or volunteer

*Training:* Equivalent to completion of high school

### **OTHER REQUIREMENTS:**

Valid class C California driver's license recommended

Valid class B (15 passenger endorsement) California driver's license desired

Possession of or ability to obtain CPR and First Aid certification by the first day of employment

Appropriate clearance from background check and/or fingerprinting

Ability to perform physical labor and to lift at least 40 pounds

Ability to submit proof of eligibility to work in the United States

### **COMPENSATION:**

\$13.16- \$16.00 per hour

Level and pay depends on qualifications, education, and experience.

### **SELECTION PROCESS:**

The best-qualified applicants, as determined by the initial screening of applications, will be invited to participate in an interview process, which may consist of both written and oral portions. A Town Application is required. Applications are available at the Town of Moraga Administrative Services Department, 2100 Donald Drive, Moraga, by calling 925-888-7033, or downloading at [www.moraga.ca.us](http://www.moraga.ca.us).

All applications must be mailed to the Town of Moraga, Attn: Admin Services Dept., 2100 Donald Drive, Moraga, CA 94556 or delivered to the Admin Services Dept. at 2100 Donald Drive. AA/EOE.

**Application Deadline: March 30, 2012, 5:00 pm.**

In accordance with the Federal Americans with Disabilities act (ADA), if special accommodations are necessary at any stage of the selection process, please contact the Administrative Services Department at 925-888-7033.