

# RECREATION AIDE

## YOUTH PROGRAMS

### JOB DESCRIPTION

#### **JOB SUMMARY**

Under the supervision of the Recreation Coordinator, the Recreation Aide will assist in after-school programs/classes for youth in elementary school. Classes may include soccer, t-ball, basketball, street hockey, and/or enrichment classes such as art, science, cooking, and more. The Recreation Aide may also be responsible for assisting at agency special events and substituting in other areas of The Ranch recreation programming when necessary.

#### **ESSENTIAL FUNCTIONS**

- Under the supervision of the Recreation Coordinator, lead and teach basic skills and fundamentals of a variety of after-school sports programs and enrichment classes.
- Observe necessary precautions to ensure the safety of program participants and maintain a clean, professional looking environment; inspect assigned facilities for maintenance and report.
- Organize and maintain necessary supplies and equipment for activities/classes.
- Supervise and monitor the behavior of program participants; enforce rules and regulations and apply appropriate disciplinary measures as needed.
- Communicate effectively with the recreation coordinator concerning recreation activities/programs, schedule changes, participant's behavior and needs, upcoming programs, etc.

#### **EXPERIENCE & QUALIFICATIONS**

- Equivalent to obtaining or pursuing a high school diploma.
- Experience working with children or coursework in recreation, child development, education or other related field preferred.
- Possession of, or ability to obtain a valid First Aid and Adult/Child CPR certification.

#### **WORK HOURS & DATES**

Hours are dependent on activity/class enrollment and the needs of the agency. Total weekly hours and schedule can vary depending on staff availability.

- 15-20 hours/week.
- August to June, Monday thru Friday.
- Most hours are during the school year from 11:00 am to 6:00 pm.
- This position is also eligible to work full-time during the summer months in The Ranch day camps.

#### **COMPENSATION**

**Salary / Wage:** \$10 - \$12 / hour

**Sick Leave:** 3 days/calendar year; eligible for use after 90 working days.

#### **PHYSICAL DEMANDS**

- Some lifting, pushing, pulling, and carrying up to 40 lbs.
- Seeing, hearing and speaking, both nearby and at a distance.
- Use hands and fingers and fine dexterity ability to handle activity supplies.
- Standing, sitting, kneeling, walking, and hiking.

#### **ADDITIONAL INFORMATION**

- All staff will be checked on the National Sex Offender Registry Website.
- All staff will have a criminal background check completed through a DOJ/FBI "Live Scan" fingerprint.
- All staff must have a minimum of 3 references and verified work experience.
- All staff are required to acquire current CPR, AED & First Aid Certification within 3 months of hire.

#### **TO APPLY**

Please complete an application from our website or submit a resume & three references to the Assistant Recreation Director, Jessica Hotchkiss at 600 Ned's Way, Tiburon, CA 94920 or email [jhotchkiss@theranchtoday.org](mailto:jhotchkiss@theranchtoday.org). Position is open until filled.

## **THE RANCH YOUTH PROGRAMS**

600 Ned's Way, Tiburon, CA 94920

[www.theranchtoday.org](http://www.theranchtoday.org)

(415) 435-4355

