



RECREATION SPECIALIST

YOUTH PROGRAMS

JOB DESCRIPTION

JOB SUMMARY

Under the supervision of the Recreation Coordinator and Supervisor, the Recreation Specialist will develop, organize, and lead after-school sports programs for youth in upper Elementary School. The Recreation Specialist will also be responsible for assisting in the areas of special events, youth programs, facilities, and substituting in other areas of The Ranch's recreation programming when necessary.

ESSENTIAL FUNCTIONS

- Organize and conduct age appropriate after school sport classes for school-age youth on school campus. .
- Coordinate and communicate daily with parents and fellow recreation staff
- Oversee the safety of participants and keep accurate and up to date records of accidents; respond to on-site emergencies and incidents; administer first aid as needed.
- Maintain accurate and detailed program files, attendance records, and other administrative paperwork.
- Determine equipment and supply requirements for program activities; obtain and restock supplies as required.
- Communicate effectively with participants and parents to resolve conflicts and complaints.
- Supervise and monitor the behavior of program participants; enforce rules and regulations and apply appropriate disciplinary measures as needed.
- Monitor program performance and recommend modifications to procedures and curriculum as needed.
- Maintain equipment and the facilities being used according to standards set; ensure a clean and organized program space; inspect equipment being used and ensure its proper use and safety of those using it.
- Set up, assemble, move, rearrange, and take down chairs, tables & other furniture/equipment for recreation classes as directed by the recreation coordinator and supervisor.
- Train and assist in the supervision and support of recreation leaders and volunteers; work with staff to correct deficiencies and improve work performance.
- Assist with the set-up, implementation, and clean-up of agency special events, as needed.

ABILITY TO

- Develop, coordinate, and implement sport classes or activities in assigned recreation program.
- Effectively handle and diffuse disruptive behavior among program participants.
- Respond to emergency situations and administer first aid and CPR as needed.
- Respond to requests and inquiries from the general public.
- Interpret and explain agency policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

EXPERIENCE & QUALIFICATIONS

- Requires two years of experience in planning, implementing and supervising recreation classes, programs and special events.
- Must possess exceptional customer service and communication skills.
- Must be able to execute duties in an efficient, effective, and timely manner with minimal direction.
- Must be able and willing to work extended hours including evenings and weekends as needed.
- Degree in Recreation Administration/Management, Physical Education, Child Development, Education, or related field preferred. Progressively responsible related experience may be substituted for a degree.
- Possession of, or ability to obtain a valid First Aid and Adult & Child CPR certification.
- Valid California Drivers License

WORK HOURS & DATES

- Monthly salaried position
- 30 hours/week - August to June, Monday thru Friday.
- Occasional weekends and special events.
- This position is also eligible to work full-time, during the summer months, in The Ranch's day camp programs.

COMPENSATION

Salary/Wage: \$2800 a month

Sick Leave: 3 days per calendar year; eligible for use after 30 working days of employment.

Vacation Time: 10 days, eligible for use after 90 days of employment

PHYSICAL DEMANDS

- Some lifting, pushing, pulling, and carrying up to 40 lbs.
- Seeing, hearing and speaking, both nearby and at a distance.
- Use 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 Youth Supervisor, Jessica Hotchkiss, at 600 Ned's Way, Tiburon, CA 94920 or fax (415) 435-8157. Position is open until filled.

THE RANCH YOUTH PROGRAMS

600 Ned's Way, Tiburon, CA 94920

www.theranchtoday.org

(415) 435-4355