



*Quality Assurance Mission Statement:* Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

# PROGRAM LEADER

HOURLY PART TIME

*Must submit a copy of college transcripts when applying.*

**DEADLINE TO APPLY:** Open until filled.

**HOW TO APPLY:** If interested, please submit one of the following to the Personnel Office at the District's Riverlakes Administrative Complex, 3825 Riverlakes Drive, Bakersfield, Ca. 93312.

- A District Employment Application (resume's accepted with a completed District Application)
- Must submit a copy of college transcripts with application.
- Current employees can submit an Employee Job Interest form or an updated application or resume, submit a copy of college transcripts with application.

**HOURLY RATE:** \$13.00

**HOURS:** 20 hours per week, Monday through Friday, 2pm – 6pm.

School year 2018-2019, August 13<sup>th</sup> through May 31<sup>st</sup> (School calendar of operating days only)

**BASIC FUNCTION:** Plans, teaches, implements, supervise and evaluate activities provided within a specific program area, such as Education, Special Education, Social Recreation, Arts & Crafts, and Physical Education.

**QUALIFICATIONS:** Must be at least 18 years of age; high school diploma or GED; experience in working with children; and must have 48 college units or have a paraprofessional certification, or, the ability to pass the paraprofessional test that we provide. Knowledge of youth development. Ability to motivate youth and manage behavior problems; deal tactfully with employees, participants and the general public; create lesson plans, teaching and implementation of quality programs for youth; assist with organization and supervision of members in a safe environment at all times; and pass mandatory CPR and First Aid Certifications. Ability to be sensitive, mature, and relate well to both children and adults; develop and maintain effective working relationships; communicate and follow instructions, both orally and in writing with participants, coworkers, District and school staff, management, and the public; lead participant activities; exercise sound judgment within District policy and maintain confidential information; comprehend, prepare and maintain clear and concise records and reports; and accommodate a flexible work schedule, evenings and weekends when needed. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor.

**CONDITIONS OF EMPLOYMENT WITH THE DISTRICT:** An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting
- Must submit to a post offer medical exam, TB, and drug screen
- Must meet have required college units or have a paraprofessional certification, or, the ability to pass the paraprofessional
- Must submit verification of your identity and citizenship or legal right to work in the United States.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work activities are performed in both indoor and outdoor school environments (dependent on specific activity). Required to talk in a clear voice and be able to hear well. The employee is often required to sit and use their hands and fingers, to handle, manipulate or feel. The employee is frequently required to stand, walk, reach with arms and hands, climb or balance, run, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Employee must be able to lift a minimum of 15lbs. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DUTIES AND RESPONSIBILITIES:** The following typical tasks and responsibilities are representative of the position's essential duties:

**PREPARE YOUTH FOR SUCCESS:**

1. Create an environment that facilitates the achievement of Youth Development - promote and stimulate program participation; assist in recruiting new members; provide guidance and role modeling to members.
2. Ensure a productive work environment by participating in weekly Afterschool Program staff meetings

**PROGRAM DEVELOPMENT AND IMPLEMENTATION**

1. Plan, implement and administer programs, services and activities for members and visitors.
2. Monitor and evaluate programs, services and activities to ensure safety, quality in programs and appearance of the After School Program at all times. Prepare periodic activity reports.
3. Create and submit daily lesson plans to Site Coordinator.

**ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs, trainings, and/or events
2. Assume other duties as assigned.

**RELATIONSHIPS:**

3. Internal: Maintains close, daily contact with Program staff (professional and volunteer), program members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.
4. External: Maintains contact with schools, members' parents and others to assist in publicizing the After School Program and resolving problems within program.

**QUALITY SERVICE / DISTRICT EXPECTATIONS OF THIS POSITION:**

- Consistently reports to work on time prepared to perform job duties
- Prioritizes and performs duties as workload necessitates
- Communicates regularly with supervisor about program issues
- Provides outstanding customer service
- Maintains respectful attitude
- Interacts with customers and co-workers in a positive and courteous manner
- Responsible for the efficient and effective delivery of services.

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AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Drive, Bakersfield, Ca. 93312 (661) 392-2000

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