



# CITY OF YUCAIPA

Temporary/Part-Time  
*Public Service Employee I*  
**S.T.A.R.S. Recreation Leader**

## **THE JOB:**

Under the direction of the S.T.A.R.S. Site Supervisor, the S.T.A.R.S. Recreation Leader assists in the planning and implementation of children's activities. The typical duties of this position include:

- Assisting in preparing required materials and supplies for scheduled educational enrichment activities;
- Supervising up to 15-20 children in a group setting;
- Helping maintain a clean and orderly site;
- Monitoring and maintaining all supplies and equipment;
- Establishing and maintaining effective working relationships with co-workers and the public;
- Maintaining a professional attitude and appearance;
- Dealing with challenging situations in an appropriate, effective and efficient manner;
- Communicating in a positive manner with participants, parents and staff;
- Assisting in necessary paperwork for the daily administration of the program;
- Providing exceptional customer service to the general public; and
- Communicating in a positive manner with participants, parents, and staff.

## **REQUIREMENTS:**

- Must be 16 years of age or older and have a valid work permit, if necessary.
- Flexible schedule.
- Possess or obtain a First Aid/CPR/AED certification within 60 days of employment.

## **COMPENSATION:**

\$11.00 per hour, maximum of 950 hours per fiscal year.

## **APPLICATION PROCESS:**

City of Yucaipa **job application** and **supplemental questionnaire** can be found at [www.yucaipa.org](http://www.yucaipa.org). Please be sure to complete and sign both the **application** and **supplemental questionnaire** before submitting to:

City of Yucaipa  
Attn.: Personnel Division  
34272 Yucaipa Blvd.  
Yucaipa, CA 92399

If you have any questions regarding this position, please contact Sarah Martinez, Community Services Coordinator, at (909) 790-7460 ext. 322.

Interviews will be performed intermittently as applications are received. Job open until filled.