



CITY OF YUCAIPA

Temporary/Part-Time
Public Service Employee II
S.T.A.R.S. Site Supervisor

THE JOB:

Under the direction of the Community Services Coordinator, the S.T.A.R.S. Site Supervisor plans and implements all children's activities for the S.T.A.R.S. Before and After School Program. The typical duties of this position include:

- Preparing required materials and supplies for scheduled educational enrichment activities;
- Supervising up to 15-20 children in a group setting and lead up to 5 on-site part-time staff;
- Maintaining a clean and orderly site;
- Completing the necessary paperwork for the daily administration of the program;
- Establishing and maintaining effective working relationships with co-workers, the public and school district personnel;
- Maintaining a professional attitude and appearance;
- Dealing with challenging situations in an appropriate, effective and efficient manner;
- Providing exceptional customer service to the general public; and
- Communicating in a positive manner with participants, parents, and staff.

REQUIREMENTS:

Must be 18 years of age or older.

Possess a valid California Driver's License.

Flexible schedule.

Possess or obtain a First Aid/CPR/AED certification within 60 days of employment.

Minimum one year experience in before and after school/child care programming and/or have completed at least three college courses in child development or a related field.

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. 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.