



CITY OF YUCAIPA

Temporary/Part-Time
Public Service Employee I
Summer Camp Recreation Leader

THE JOB:

Under the direction of the Summer Camp Site Supervisor, the Summer Camp 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 activities;
- Supervising up to 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.

Flexible schedule.

Minimum six months experience before and after school/child care programming and/or have completed at least one college course 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.