



CITY OF URBAN DALE
invites applications for the position of:
Recreation Leader II

SALARY: \$16.50 Hourly

OPENING DATE: 01/11/23

CLOSING DATE: Continuous

SUMMARY DESCRIPTION:

This position is open to candidates 18+ and as the Recreation Leader II you will be responsible for planning, directing, and organizing a summer youth recreation program Kids Kamp in Urbandale, Iowa.

Do you enjoy planning, organizing and helping others PLAY? Do you want to be Paid to PLAY? Are you a creative and self motivated individual who likes interacting with children? Then this position is for you! The City of Urbandale Parks and Recreation department is looking for a Recreation Leader II to help plan and facilitate summer camps and activities, as well as providing excellent customer service. The standard hours for the position will consist of 8:00am-5:00pm but will occasionally vary between 35 - 40 hours per week from June, 2023 - August, 2023.

ROUTINE JOB DUTIES/RESPONSIBILITIES:

- Facilitates, coordinates, schedules, and leads participants in all activities, games, crafts, field trips, etc. for children 6-11 years old.
- Oversees lesson or program plans (activities, crafts, field trips, guest speakers).
- Communicates with parents/participants guardians on a daily basis
- Supervises camp staff, and makes sure there is the appropriate staff to camper ratio, coordinates staff schedules
- Encourages children to participate in group activities.
- Keeps records of program activities.
- Maintains necessary supplies, including purchasing and inventory.
- Works within a set budget to purchase equipment and supplies.
- Purchases supplies and maintains receipts
- Conducts staff meetings.
- Checks to see that equipment, buildings and sites are cleaned up and in proper order.
- Maintains attendance on program participants.
- Maintains current participants emergency information.
- Provides CPR and First Aid as needed
- Disciplines program participants and provides constructive feedback to parents/guardians as needed
- Supervises activity site.
- Acts as a liaison between Recreation staff and the Parks and Recreation Department.
- Submits reports on attendance, accidents, vandalism, and hours worked on regular time scheduled.
- Attends training sessions and other meetings as required.
- Responsible for the health and safety of children on site.
- Responsible for the health and safety of children during all field trips.
- Adjusts scheduled events and activities to best fit the needs of the participants and staff.
- Assist in scheduling and evaluation of staff and volunteers.
- Handles public concerns, problems, or suggestions in a calm and professional manner.
- Interacts with program participants and seeks feedback.
- Performs related work as required.

Periodic Job Duties/Responsibilities:

- Attends training sessions and other meetings as required.

TYPICAL QUALIFICATIONS:

- Must be at least 18 years of age
- High School Diploma or GED and at least one year of post-Secondary education.
- Prior experience with children or in recreation or related field is preferred.
- Valid Driver's License

SUPPLEMENTAL INFORMATION:

There are multiple openings available for the Summer 2023 season. Applicants selected will be invited to participate in the onsite interview process. Post offer/pre-employment background /motor vehicle report check and drug test are required.

The City of Urbandale is an Equal Opportunity Employer. Persons with Disabilities must submit request for ADA accommodations to the Human Resources Department, in writing, prior to the application deadline.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.urbandale.org>

3600 86th St.
Urbandale, IA 50322
515-331-6786

Position #23-Rec Leader II-01
RECREATION LEADER II
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