



CITY OF URBANDALE
invites applications for the position of:
Recreation Leader I

SALARY: \$14.50 Hourly

OPENING DATE: 01/11/23

CLOSING DATE: Continuous

SUMMARY DESCRIPTION:

This position is open to candidates 16+ and will be assisting the Supervisor of the summer youth recreation Kids Kamp program in leading the various activities and events of the program.

Do you enjoy planning, organizing and helping others 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 I to help 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:

- Conducts activities, games, crafts, field trips, etc. for children 6-11 years old.
- Reports at the program site at least 15 minutes before program begins.
- Encourages children to participate in group activities.
- Dress properly (Staff shirt must be worn. No cut off jeans. No swimsuits unless at the pool.)
- Make requests and give direction to children in a courteous manner
- Know and enforce the rules of the program.
- Refer detailed inquires and questions to the Supervisor.
- Clean up after each daily program.
- No smoking.
- Assist with keeping daily attendance.
- Performs related work as required

Periodic Job Duties/responsibilities:

- Attends trainings sessions and other meetings as required.

TYPICAL QUALIFICATIONS:

- Must be at least 16 years of age
- Must have a valid Driver's License
- Must be able to communicate with children, program participants, parents, the public, program assistants, and supervisory staff. Desire to work with and help children. Have some knowledge of leisure services, be self-motivated, punctual and responsible. References may be requested.

SUPPLEMENTAL INFORMATION:

There are multiple openings available for the Summer 2023 season. Applicants selected will be invited to participate in the oral interview process. Post offer drug test is 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>

Position #23-Rec Leader I-01
RECREATION LEADER I
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3600 86th St.
Urbandale, IA 50322
515-331-6786