



City of Urbandale Recreation Leader I

SALARY	\$15.00 Hourly	LOCATION	Urbandale, IA
JOB TYPE	Seasonal	JOB NUMBER	24-Rec Leader I-01
DEPARTMENT	Parks and Recreation	DIVISION	Recreation
OPENING DATE	12/08/2023	CLOSING DATE	Continuous

Summary Description

The City of Urbandale is currently seeking candidates 16+ to assist the supervisor of the summer youth recreation Kids Kamp program in leading the various activities and events of the program for the Summer 2024 season.

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 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, 2024.

Routine Job Duties/Responsibilities

- Implements and leads activities, games, crafts, field trips, etc. for children 6-11 years old.
- Provides a support role in the execution of lesson or program plans (activities, crafts, field trips, guest speakers).
- Encourages children to participate in group activities.
- Make requests and give direction to children in a courteous manner
- Know and enforce the rules of the program.
- Communicates daily with parents/guardians about schedule changes, any issues with the participants, etc.
- Clean up after each daily program.
- Assist with keeping daily attendance.
- 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.
- Interacts with program participants and seeks feedback.
- Handles public concerns, problems or suggestions in a calm and professional manner.
- Provides CPR and First Aid as needed
- Disciplines program participants and provides constructive feedback to parents/guardians as needed
- Performs related work 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.

For more information, please contact Chris Barkema at (515) 331-6783 or cbarkema@urbandale.org or Mollie Wilhite at (515) 331-6792 or mwilhite@urbandale.org at the Urbandale Parks and Recreation Department, 3310--86th Street, Urbandale, IA 50322.

Supplemental Information

There are multiple openings available for the Summer 2024 season. Applicants selected will be invited to participate oral interview process. First round of Interviews will be held the end of January to the first part of February. This position will

remain open until all Recreation Leader I positions are filled.

Post offer/pre-employment background 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.

Agency

City of Urbandale

Address

3600 86th St.

Urbandale, Iowa, 50322

Phone

515-278-3900

Website

<http://www.urbandale.org>

Recreation Leader I Supplemental Questionnaire

***QUESTION 1**

Are you at least 16 years old?

* Required Question