

**COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION
EARLY CHILDHOOD RECREATION ASSISTANT INSTRUCTOR**

GENERAL DUTIES: Under direct supervision of an Early Childhood Recreation Instructor and indirect supervision of a Recreation Supervisor, assist in teaching a developmental program for preschool children 30 months to 6 years of age. This position provides supervision of appropriate activities and events during program hours. This position may be a year round part-time, seasonal, or a substitute position.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the city, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Observes program areas to ensure cleanliness and safe, proper use of facilities and equipment.
2. Supervises children in the classroom and on the playground.

3. Assists in instructing curriculum for classroom activities (music and movement, arts and crafts, early math, science, language and reading skills, gross and fine motor skills development, size, color, and shape discrimination, etc.).
4. Instructs classroom activities in the absence of the Early Childhood Recreation Instructor.
5. Prepares the physical environment and materials for daily activities.
6. Provides ordered arrangement, appearance and décor of the learning environment.
7. Assists in ordering and maintaining supplies and maintaining equipment inventory.
8. Researches new concepts, ideas, and resources for inclusion in the curriculum.
9. Shares ideas, materials, time and resources with other members of the staff with a commitment to the concept of team spirit.
10. Responsible for parent contacts, informs parents of philosophy and program curriculum and child's development.
11. Participate in related training programs and staff meetings.
12. Perform a variety of clerical and administrative support functions for assigned program area as needed.
13. Assist in training other recreation personnel.
14. Render first aid in the event of injury.
15. Keep activity and attendance records.
16. Open and close buildings and maintain in clean and orderly manner.
17. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Computer skills and use of Microsoft Office products.
2. Excellent interpersonal and communication skills.

3. Excellent customer service techniques.
4. Organize activities.
5. Leadership and supervision skills required to implement a recreation program.
6. First Aid and CPR/AED.

KNOWLEDGE: Knowledge of:

1. Safety, first aid, and other emergency resource methods.
2. Age appropriate recreational activities, such as arts and crafts, games, etc.
3. Handling the needs and concerns of preschool age children.
4. Growth and development of preschool age children.
5. Ordered arrangement, appearance and décor of the learning environment.
6. Ideas to foster exploration, investigation, imagination and creativity for preschoolers.
7. Standard pre-school classroom equipment and usage.
8. Safety and health needs within the environment.
9. Skills in dealing constructively with supervisors, peers, parents, and the general public.
10. Principles and practices of working in a team environment.

ABILITIES: Ability to:

1. Direct the activities of preschoolers involved in recreation activities.
2. Function effectively in supervisory and leadership roles.
3. Maintain a professional, non-punitive, and positive demeanor.
4. Deal constructively with program peers, City employees, and the public.

5. Work effectively in a team building environment.
6. Support the philosophy and practices of the preschool program.
7. Maintain confidentiality of information, either written or spoken.
8. Report problems or hazards which may occur, either with children or parents or with equipment.
9. Appropriately supervise staff and children in a recreation setting.
10. Provide good leadership and work as a team player.
11. Interpret and explain policies and procedures.
12. Arrive at job site on time and in the appropriate uniform required by the Division.
13. Communicate clearly and concisely, both orally and in writing.
14. Engage children in activities and motivate participants.
15. Follow established safety procedures.
16. Learn and use a variety of word processing/computer software programs.
17. Display customer service techniques to deal tactfully and courteously with, program participants, and the general public.
18. Independently initiate and complete work activities.
19. Respond calmly and efficiently in emergency situations.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone

4. Copier
5. Calculator
6. Typewriter

7. Binding machine
8. Lettering machine
9. Facsimile machine
10. Two-way radio
11. Keys to a variety of City locks
12. Report forms, pencils and pens
13. Specialized computer software
14. Presentation equipment, microphones, easels, overhead projectors, tape recorder, etc.
15. Television and VCR equipment

PHYSICAL DEMANDS:

Under typical office or field conditions, employee will perform the following physical activities that include handling files, books, binders, and sometimes boxes of work-related material, lifting and pushing or pulling equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking
3. Standing, for up to 4 hours during presentations, training seminars, and recreational activities.
4. Kneeling, frequently to provide interaction with preschool children
5. Bending/stooping, frequently to provide interaction with preschool children
6. Twisting
7. Reaching
8. Carrying equipment or children, up to 50 lbs.
9. Pushing/pulling, equipment or children, up to 50 lbs.
10. Lifting equipment or children, up to 50 lbs.
11. Speed, in meeting deadlines, using office equipment, and responding to preschooler needs.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, telephone, copier, calculator, fax machine, television, VCR, microphone, easel, overhead projector, tape recorder, automobile, etc.:

1. Seeing
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 75% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, rubber mats, etc.
3. Noise Level: Conducive to preschool and office settings with phones, copiers, radios, typewriters, etc.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field or playground conditions, up to 25% of the time.
2. Travel: Under varying conditions via automobile, less than 5% of the time.
3. Flooring: Carpet, wood, tile, linoleum, uneven surfaces, grass, rock, asphalt, sand, tan bark, etc.
4. Noise Level: Normal outdoor levels when working or traveling in the field.
5. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle.
7. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, calculator, fax machine, VCR, television, microphone, easel, overhead projector, tape recorder, etc.

When working or traveling in the field, there is some exposure to mechanical hazards while traveling in a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, glue/paste, poster or finger paint, cleaning disinfectant solutions or other office supplies or equipment.

REQUIREMENTS, TRAINING EXPERIENCE AND QUALIFICATIONS:

1. High school diploma or equivalent.

2. One (1) year of experience in supervising children, communicating with parents and the general public, preferably in a preschool setting.
3. Six (6) Early Childhood Education (ECE) units preferred.
4. Adult and Infant Red Cross First Aid and CPR/AED certificates preferred at time of application and must possess within six (6) months of hire date.
5. Valid tuberculosis (TB) Certificate.
6. Possess and maintain a valid California Driver License along with a safe driving record necessary to operate assigned vehicle(s).
7. Pass a pre-employment drug test.
8. Pass a Department of Justice criminal record check for employment.
9. Prefer non-tobacco user.
10. Prefer bilingual (English/Spanish).