



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

2021 LEAP PROGRAM (LEARNING, ENRICHMENT AND ACTIVITY PROGRAM)

Recreation Coordinators and Recreation Leaders are needed to work in NOR's Fall Enrichment Program. The program provides a social and emotional learning space, that allows kids to complete their regular academics as their schools will continue to provide to them. Staff will ensure kids are fulfilling their school commitments taught by their regular academic teachers. There will be afternoon homework time and recreational activities after their virtual learning is completed. The Program will be held February 1, 2021 – May 27, 2021. Schedule: Monday through Friday from 7:30am – 6:00pm at the Greenacres Community Center and at the Rasmussen Senior Adult Center.

The Application or Job Interest form can be downloaded from the District's website at www.norfun.org, Human Resource section or request from the HR Office at 392-2000.

TO APPLY: Submit the following by fax at 661-589-9004, email to egrijalva@norrecreation.org, or mail to the District's Administrative Center, 3825 Riverlakes Drive, Bakersfield, Ca., 93312. Due to the center closure at this time, the application can also be delivered to the Administrative Center in person and put in the "dropbox" located in front of the lobby doors.

- District Employment Application (resume's will be accepted only with a completed Application)
- Current Employee's - submit an Employee interest form or an updated application along with the required documents.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: A job offer is contingent upon the following:

- State of California, Department of Justice criminal background check
- Dept. of Social Services Licensing Clearance
- Submitting documentation verifying identity and legal right to work in the United States
- Must be able to obtain and retain a Work Permit throughout employment, if under age 18
- Required training prior to starting.:
 - Mandatory one hour Anti-Harassment Training
 - If applicable, a Mandated Reporter Training and/or Certification of Pediatric CPR and First Aid

RECREATION COORDINATOR

OPEN UNTIL FILLED

Assigned 7:30am to 12:30pm or 12:30pm to 6pm. The Recreation Coordinator works closely with the Supervisor in providing on-site supervision of the program.

HOURLY RATE: \$15.00

HOURS: 25 - 27.5 hours per week.

QUALIFICATIONS: Minimum 21 years of age; possess organization and leadership skills; and two years experience in recreation or a related field. Experience in supervising, instructing, teaching customer service, and using a computer highly desired. Must know how to develop, organize, and coordinate an assigned program and/or activity. Must be able to work the full program and attend mandatory staff meetings; communicate effectively and provide direction, instruction, and/or teach staff and/or participants; establish, relate and maintain good working relationships with supervisor and co-workers; work in close communication with the supervisor; interact courteously with youth and/or adult participants, parents, and the public; and understand and follow written and/or oral instructions. Must also be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor. Requires certification in CPR and First Aide or have the ability to obtain certification during and/or prior to the ending of the program.

DUTIES AND RESPONSIBILITIES: The following represent the typical duties and responsibilities of this position.

ESSENTIAL JOB FUNCTIONS: Will work closely and meet regularly with supervisor and provide on-site supervision of an assigned program; will direct the program staff, and/or participants; will report on potential or actual performance issues to the supervisor; will coordinate, develop, and implement program related activities; will coordinate and/or assists with program activity set-ups, take-downs, and clean-up; will insure employees and volunteers are professional toward participants, staff, supervisors and the public; will provide information and assistance to participants and the public; and reports accidents and unsafe conditions as they occur.

OTHER JOB DUTIES: May be required to: recommend new programs or modifications to programs and activities; maintain check in and checkout procedures for program staff and participants as assigned; maintenance of master calendar as assigned; assist in hiring qualified individuals, per District rules and regulation, as assigned; assist in program related training for staff and participants as assigned; assist in the evaluation of the work performance of program staff under their direction as assigned; and assist with participant surveys as assigned. Must maintain the required safety training designated for this position. Performs other related duties as assigned.

RECREATION LEADER I

OPEN UNTIL FILLED

Assigned 7:30 am to 12:30pm, 12:30pm to 6pm. Monitor and mentor student learning activity each day. Enforces rules for behavior and procedures for maintaining order.

HOURLY RATE: \$14.00

HOURS: 25-27.5 hours per week.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the Recreation Leader's essential duties: assists in or leads recreation activities or programs; setting up, taking down, and clean up for activities or programs; basic routine facility maintenance; customer service: greet and assist customers; answer telephones, takes and forwards messages; basic math skills, cash handling and recordkeeping; report accidents and unsafe conditions as they occur and assist in eliminating unsafe conditions; and perform related duties as assigned

Recreation Coordinators and Recreation Leaders:

PHYSICAL DEMANDS AND WORK ENVIRONMENT: May include any of the, following, dependent upon the assigned activity. Assignments can include an indoor and/or outdoor work environment such as gymnasium, community center and/or various sports court & field environments. May require standing and walking throughout shift, moving and lifting tables, chairs and equipment, completing paperwork, using math skills and handle money, and prepare, serve or sell food items. Will be communicating regularly with co-workers and the public. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISTRICT EXPECTATIONS OF POSITIONS: Consistently reports to work on time prepared to perform the job duties; Prioritizes and performs job duties as workload necessitates; Communicates regularly with supervisor about program and/or staff issues; Provides outstanding customer service by maintaining a respectful attitude; Interacts with customers and co-workers in a positive and courteous manner; Responsible for the efficient and effective delivery of services.

AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Dr, Bakersfield, Ca., 93312 (661) 392-2000

www.norfun.org