



**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.

# EXPLORE-ASSISTANT SITE MANAGER

HOURLY PART TIME

The Explore program is a FREE expanded learning program, provided by Standard School District, in partnership with NOR, at Highland Elementary, Wingland Elementary, Standard Elementary, and Standard Middle School. The program provides students in TK through 8<sup>th</sup> grades with homework help, STEM activities (Science, Technology, Engineering, Art & Math), physical fitness activities, dance & drama activities, and a daily snack. Other examples of activities offered in the program include hands-on science activities, talent shows, arts and crafts, sports, nutrition, recreational activities like speed cup stacking & golf, robots, computer coding, rocket building and much more. The program partners with many community organizations. Students build confidence, relationships, and skills.

**DEADLINE TO APPLY: Open until filled.**

**Apply online at <https://www.governmentjobs.com/careers/norfun/>. Current employees contact the HR office for instructions on how to apply.**

**BASIC FUNCTION:** Supports the Explore Site Manager in overseeing the daily operations of the program and works closely with staff and students to ensure a safe, engaging, and educational environment. Helps implement activities, assists in supervising staff and administrative tasks, maintains a high level of ethical behavior and confidentiality; among other related duties as required.

**HOURS:** School year and summer school program, approximately 25 hours per week, Monday through Friday, typically 1:15 pm – 6:15 pm. Staff may occasionally be scheduled for Saturday Camps and professional development training and Open House events in the evenings (required dates are provided in advance).

**HOURLY RATE:** I - \$22.12; II – \$22.42, III - \$22.73, DOE

**CONDITIONS OF EMPLOYMENT WITH THE DISTRICT:** An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting with fingerprint clearance through the Dept. of Justice.
- Must submit evidence of a TB examination within the past 60 days from the date of hire and subsequent tests every 4 years.
- Must submit verification of your identity and citizenship or legal right to work in the United States.
- Must have required college units or have a paraprofessional certification, or the ability to pass a paraprofessional exam.

**QUALIFICATIONS:** Must be at least 18 years of age, high school diploma or GED, experience in working with children; and must have 48 college units or have a paraprofessional certification, or the ability to pass the paraprofessional test, that we provide, prior to hire. Or additional related work experience may be substituted for diploma or GED requirements and should demonstrate the knowledge, skills and ability to successfully perform the essential functions of the position. Some experience in increasing responsibilities preferred to lead or supervising others. A minimum of 1 year of instructional experience with school-age children in an instructional capacity is preferred. Knowledge of youth development. Ability to lead a crew, train, assign and direct the work of others; motivate staff and youth; deal tactfully with employees, participants and the public; create lesson plans, teaching and implementation of quality programs for youth; always assist with organization and supervision of members in a safe environment; and pass mandatory CPR and First Aid Certifications. Ability to be sensitive, mature, and relate well to both children and adults; develop and maintain effective working relationships; communicate and follow instructions, both orally and in writing with participants, coworkers, District and school staff, management, and the public; lead participant activities; exercise sound judgment within District policy and maintain confidential information; comprehend, prepare and maintain clear and concise records and reports; and must be available

during program hours and accommodate a flexible work schedule, evenings and weekends when needed. Must 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 correction and feedback from a supervisor.

**DUTIES AND RESPONSIBILITIES:** The following typical tasks and responsibilities are representative of the position's essential duties:

- Assists Site Manager in providing leadership and builds a team to support the program's vision for participants.
- Assists in planning and executing daily activities and programs and ensures activities align with the educational and recreational goals of the program.
- Facilitates engaging and inclusive activities for students of various age groups.
- Supports the Site Manager in supervising program leaders and provides guidance and support to staff to ensure adherence to program policies and procedures.
- Monitor the site to ensure a safe and secure environment for all participants.
- Assist with administrative tasks such as record-keeping, inventory management, and reporting and maintain accurate records of attendance, incidents, and other relevant documentation.
- Support communication and foster positive relationships with parents/guardians, staff and students.
- Help manage program resources effectively.
- Provide feedback to the Site Manager on program effectiveness and areas for improvement.
- Participate and assist in planning and/or leading in regular staff meetings and professional development opportunities.
- May participate in special programs, trainings, and/or events
- Assuming other duties as assigned.

**QUALITY SERVICE / DISTRICT EXPECTATIONS OF THIS POSITION:**

- Consistently reports to work on time prepared to perform job duties.
- Prioritizes and performs duties as workload necessitates.
- Communicates regularly with supervisors about program issues.
- Provides outstanding customer service.
- Maintains respectful attitude.
- Interact with customers and co-workers in a positive and courteous manner.
- Responsible for the efficient and effective delivery of services.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work activities are performed in both indoor and outdoor school environments (dependent on specific activity). Required to talk in a clear voice and be able to hear well. The employee is often required to sit and use their hands and fingers, to handle, manipulate or feel. The employee is frequently required to stand, walk, reach with arms and hands, climb or balance, run, and to stoop, kneel, crouch or crawl for extended periods. Vision ability required by this job includes close vision. Must be able to lift a minimum of 25lbs.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

**AN EQUAL OPPORTUNITY EMPLOYER**

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

[www.norfun.org](http://www.norfun.org)