



Douglas County Human Resources Job Announcement

Part Time/ Seasonal

Recreation Aide I and Recreation Leader I **Lake Tahoe - Kahle Community Center**

Recreation Aide I: Assists in conducting recreation activities at Zephyr Cove Elementary School in the after school program. Including but not limited to: Assists with preparation and/or leadership of recreation programs and activities, including youth supervision. Leads games and craft activities and interacts with participants; monitors activities of children during recreational trips and/or tours. Inspects facility to ensure youth safety; assists with clean-up of facilities and programs. Prepares supplies and materials for programs and activities and prepares snacks; arranges chairs, tables, and sporting or exercise equipment in designated rooms or other areas for scheduled group activities; operates audiovisual equipment, as needed. Participates in training opportunities and attends staff meetings. Welcomes participants to program and greets parents when needed.

Requirements: No minimum education requirement; previous experience specifically working with children, and/or related training/education preferred; basic understanding of recreation activities and the ability to deal effectively with people from a variety of backgrounds required; must be at least 16 years of age, enjoy working with children. Current CPR certification is desirable. Must be able to successfully pass a drug test, background, and fingerprint check.

Salary Range: \$8.32 per hour, no benefits. **3-6 p.m. 3-4 days weekly.**

Recreation Leader I: Leads and supervises a variety of recreation and activity programs at Kinder Kid Club at Zephyr Cove Elementary School. Responsible for the development and implementation of recreation programs and activities, including direct supervision and guidance of youth participants; leads games and craft activities and provides homework assistance during the after school program. Periodically drives children and other staff in a 15-passenger van for off-site activities; monitors activities of youth during recreational trips or tours; disciplines youth participants according to established policies and procedures, as necessary. Coordinates assigned staff; prioritizes and assigns tasks and projects; coaches, instructs, and provides training to employees as necessary; prepares activity and snack schedules; participates in training opportunities and attends staff meetings.

Requirements: High School Diploma, or equivalent, and three (3) years experience as a Recreation Aide or two (2) years experience working with children; or an equivalent combination of education and/or experience that could provide the required knowledge, skills, and abilities. Basic understanding of recreation activities and the ability to deal effectively with people from a variety of backgrounds required. Specific education/training in Child Development and/or child abuse recognition preferred. Must be at least 21 years of age. Valid Driver's License with an acceptable driving record (**DMV record obtained within most recent six months required**); must be able to successfully pass a drug test, background, and fingerprint check; current CPR and/or First Aid certification is desirable.

Salary: \$10.92 per hour, no benefits **11:30 a.m. – 3:00 p.m. weekly additional Kids Club hours may be available.**

Filing Information: A Douglas County Application is required. **A current DMV printout of driving record for the Recreation Leader I position must be attached to application.** Resumes accepted when attached to a completed application. To request an application, please call (775) 782-9876 or visit www.douglascountyhr.com, or Human Resources. Submit application to Douglas County Human Resources Office, 1594 Esmeralda Ave., P.O. Box 218, Minden, NV 89423.

Closing Date: **Open Continuous Recruitment**
(May close at any time without notice.)

Douglas County is an Equal Opportunity Employer and Drug Free Workplace
Douglas County Human Resources, 1594 Esmeralda Ave., P.O. Box 218, Minden, NV 89423
Accommodations for disabled applicants can be arranged by calling the Human Resources Department (775) 782-9860
TTD (775) 782-9070 – FAX (775) 782-9083