

CHILDREN'S PROGRAM LEADER I & II

Part-Time / Non-Benefitted

\$13.0383 - \$16.6408 Hourly (I) / \$15.2080 - \$19.4098 Hourly (II)

Class specifications are intended to present a descriptive list of the range of duties performed by Employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

The Children's Program Leader I and II are responsible for the supervision of all children in the child care program. The Leader must demonstrate leadership skills, a positive role model to the children and effective communication and interpersonal skills in working with children, parents, and supervisors. The Leader must be organized, creative with class projects and have a genuine interest in working with child and the public. The Leader must demonstrate a clear understanding of child care problem solving techniques when dealing with any discipline situation involving the children. The Leader must read and understand all policies and procedures in the staff handbook.

SUPERVISION RECEIVED AND EXERCISED

The Children's Program Leader I/II receives direction from the Recreation Manager, Recreation Coordinator, Recreation Leader III, and/or Children's Program Director. Children's Program Leader II may supervise Children's Program Leader I and/or Children's Program Aide.

ESSENTIAL FUNCTIONS: *Responsibilities and duties may include, but are not limited to, the following:*

- Ensures that children are in a safe environment at all times (supervises area effectively).
- Plan and implement projects with children.
- Anticipates problems among the children and prevents harmful situations before they happen or escalate.
- Responsible for calling parents for various reasons (e.g. sick child, absent) throughout the day.
- Communicates child care information to parents through signs, notes, or in person.
- Asks questions and has an interest to learn more. Takes direction in a positive way. Maintains and submits necessary attendance records and accident/incident reports.
- Utilizes available materials and supplies well.
- Supervises, directs and assists Children's Program Aide with classroom activity assignments.
- Assists with cleaning duties (e.g. dishes, vacuums, empty trash, sweep).
- Attends monthly staff meetings.
- Attends all local/off-site field trips. May be required to participate (in the water) with children in aquatic activities at the Community Swim Center (Summer Program only).
- Other duties as assigned.

QUALIFICATIONS

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- Ability to prepare adequate lesson plans in advance of the scheduled activity.
- Ability to handle all disciplinary situations in the classroom.
- Ability to work cooperatively and communicate with public and employees in an enthusiastic and constructive manner.
- Ability to respond to children.
- Flexibility (ability to work with varying personalities, age groups and work schedules).
- Acknowledges child when he/she has a problem and respects the concerns that are shared with you.
- Good communication skills.
- Must be a positive role model for the children (e.g. appearance, attitude, speech).
- Ability to stay calm during an emergency.
- Ability to lead and interact with large groups of children on a daily basis with various activities such as organized games, art projects, homework, outdoor play, etc.
- Must have problem solving skills and the ability to demonstrate them in the classroom.
- Must be physically capable of total interaction with children through sports, physical education, swimming (optional), aerobics dance and other activities.
- Must interact with children through their daily play by running, jumping, stooping, hopping and other forms of gross motor skill movements.
- Must be able to stand for designated periods of time in the classrooms and on the yard.
- Must be able to bend, pick up chairs, playground equipment and children when they fall.
- Must be able and willing to walk to local parks and community points of interest.
- Must be able to assist with all daily chores, including mopping spills, sweeping, vacuuming, carry out the trash, wash dishes and tables as needed.
- Must be competent to write, spell and relate accurate information on behavior, discipline, incident and accident reports, as needed.
- Must be willing and able to wear proper attire which includes uniform, badge, comfortable shoes (no flip flops or open-toe sandals) at all times.

EXPERIENCE AND TRAINING GUIDELINES: *Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training: Must be at least eighteen (18) years of age. Equivalent to the completion of the twelfth (12th) grade supplemented by completion of twelve (12) units in early childhood education, child development, recreation, elementary education, or related field OR six (6) units completed and enrolled in at least three (3) qualifying units per semester until twelve (12) units are completed.

Experience:

Leader I: At least six (6) months of work experience at a licensed child care facility or similar program. Prior experience working effectively with youth is highly desirable. Previous work experience in a recreational environment is also highly desirable.

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Leader II: At least one (1) year experience working at a licensed child care facility or similar program. Prior experience working effectively with youth is highly desirable. Previous work experience in a recreational environment is also highly desirable.

License and Certificate

- Must possess or have ability to obtain Pediatric First Aid and Infant/Child/Adult Cardiopulmonary Resuscitation (CPR) Certification as issued by the American Red Cross.
- Children’s Program Leader II must possess a valid California driver’s license by date of appointment.

CONDITIONS OF EMPLOYMENT: Employees must be available to work Monday through Friday. Normal work week should average 4-6 hours per day - hours and days subject to change depending on program needs. Specific hours will be arranged at the time of interview. Must pass a pre-employment physical, drug screening and criminal background check prior to employment.

THE CITY OF HERCULES IS AN EQUAL OPPORTUNITY EMPLOYER.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Updated: 01/12/2016 Resolution 16-001
FLSA: Non-Exempt