

Assistant Recreation Supervisor

\$11.87 / hour; Part-Time Temporary positions available (up to 28 hours per week)

James City County's nationally accredited and gold medal award winning Parks & Recreation Department seeks responsible individuals to assist with overseeing the comprehensive REC Connect Before & After School Program to include daily program schedule planning, activity leadership, and record keeping. Work schedule is Monday – Friday between 7:00am-9:15am and/or 3:30pm – 6:00pm with an occasional evening and/or Saturday.

Responsibilities:

- Organize, lead, teach, and oversee a variety of recreational activities such as arts and crafts, sports, outdoor games, educational program components, etc. for children ages 5-14; supervise participants on field trips; plan daily activity and snack schedule; and coordinate family involvement
- Implement and ensure compliance with State-licensed program rules, regulations, and procedures
- Assist Recreation Supervisor with the effective supervision of assigned staff; assist Recreation Supervisor with maintaining program within budget limitations; keep accurate records/statistics and completes necessary site paperwork; report all accidents, incidents, and disciplinary actions to supervisor; and, act as Site Supervisor in absence of the Recreation Supervisor
- Ensure a safe environment and proper use, inventory and upkeep of site facilities, vehicles, supplies, and equipment; develop and enforce site rules; open, close, and secure facility daily.

Requirements:

- Any combination of education and experience equivalent to 48 semester hours of college credit coursework; some experience in staff management, instructional procedures and practices, and working with children of different ages and abilities, preferably in a recreational, state-licensed, or educational setting; some supervisory experience preferred
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria
- Must possess, or be able to obtain within 60 days of hire, certification in Cardio Pulmonary Resuscitation (CPR) for the Professional Rescuer, First Aid, and Medicine Administration; training in passenger van safety and county sponsored OSHA training.
- Considerable knowledge of stages of growth and development, safety and health practices of different age groups and abilities, different types of demographics and associated needs, and planning different recreational activities; knowledge of principles and processes for providing customer service; and, knowledge of leadership techniques.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>