

## Assistant Recreation Supervisor (Program Coordinating)

\$11.87/hour; temporary seasonal (up to 40 hours per week) and year-round (up to 28 hours per week) positions available

James City County Parks and Recreation seeks responsible individuals to assist with overseeing the comprehensive REC Connect Summer Camp Program to include daily program schedule planning, activity leadership, and record keeping. Work schedule is Monday – Friday between 7:00am-6:00pm with occasional evenings and/or Saturdays.

### 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 11:59pm EST on 04/01/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**