

## **Assistant Recreation Supervisor (Before&/or After School)**

\$15.76/hour, part-time regular or on-call

The James City County Parks & Recreation Department seeks a responsible individual to assist with the supervision of a comprehensive Before and After School program for children.

### **Responsibilities:**

- Duties include acting as recreation supervisor in the absence of the Recreation Supervisor.
- Must demonstrate the ability to work in a team environment and organize and conduct a variety of fun activities such as sports, games, and arts and crafts for children ages 5-14
- Safe supervision of youth; maintaining site and sound on location.
- Record keeping, daily documentation and paperwork.

### **Requirements:**

- Position requires supervisory experience, considerable knowledge of child growth and development, and experience working with children in a recreational, educational, or state licensed day care program setting.
- Must be able to establish and maintain effective working relationships with staff, children, parents, and coworkers.
- Requires any combination of education and experience equivalent to a minimum of 48 semester hours of college credit coursework or a bachelor's degree in Recreation, Education, Childcare, or related field preferred; Childcare certificate or credential is also accepted from a state licensed approved program; and some experience working with children of different ages and abilities, preferably in a recreational, state-licensed or educational setting; supervisory experience preferred.
- Must possess or be able to obtain within sixty (60) days of hire, certification in First Aid and Cardiopulmonary Resuscitation (CPR) for Professional Rescuers (Infant, Adults, and Child).
- The average work schedule is Monday - Friday from 7:00 a.m. – 9:30 a.m. and/or 2:30 p.m. – 6:00 p.m. Staff may be asked to work 6-8 hr shifts each day, but not to exceed 28hrs per week. Schedules may be before school only, after school only, or both before and after shifts.
- Post-offer criminal history, sex offender, fingerprints and Child Protective Services registry checks conducted. Drug screen and tuberculosis test required.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

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