# City of Las Vegas
# Career Opportunity

Applications are being accepted for a part time temp **After School Program Recreation Leader** for the City of Las Vegas Recreation/Community Services Department.

**Entry Level:** Per Pay Plan – $7.69

**Nature of Job:** Demonstrated experience working with children. Ability to teach and lead various recreational activities. Excellent character, integrity and adaptability. Ability to communicate and work with a variety of age and skill levels. The desire and ability to work in a cooperative, team-oriented atmosphere. Enthusiasm, sense of humor, patience and self-control. Need to be available for training and flexible hours. Take primary responsibility for the health, safety, well-being and happiness of children. Learn the likes and dislikes of each child. Keep classroom area clean, safe and comfortable. Recognize and respond to opportunities for individual and group problem solving. Guide children in participating successfully in all aspects of activities. Provide play opportunities so that each individual experiences success during program. Encourage respect for personal property, other children, recreation equipment and facilities. Set a good example for children in all areas, including cleanliness, respect, punctuality, clean-up chores, rules, and sportsmanship. Supervise, assist and actively participate in all aspects of the child's day to include homework, snack time, quiet time, special events and additional activities such as nature walks and swimming. Observe children's behavior, assess its appropriateness, enforce appropriate safety regulations apply appropriate behavior-management techniques and discipline. Familiar with emergency procedures, first aid and CPR. Prepare for and actively participate in all staff meetings. Submit all required paperwork on time. Makes recommendations for the purchase of equipment and supplies. May be required to perform added or other related duties as assigned. (A detailed job description is available at the Human Resource Office.)

**Qualifications:** Valid NM Driver's License, exceptional driving record and must be insurable by the City's insurance carrier. Two or more years related experience and/or training; or equivalent combination of education and experience in recreation, child care or related field. Coaching certification preferred. Teaching certification preferred.

**Posted:** General Public: November 17, 2015 thru November 24, 2015

**General Public:** Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

## Reviewed and approved for publishing by:

Elmer J. Martinez, City Manager

Human Resource Manager