City of Los Altos

Part Time Recreation Leader (Kinder Prep)

About Los Altos

Los Altos is a full service City with a budget of approximately $39 million and a full-time staff of 130 employees. The Civic Center complex houses the City Hall, Youth Center, Police Station, Library, History Museum and Community Center. Los Altos, California (population 29,431) blends a distinctive community-oriented character with the proximity and influence of the Bay Area's cultural, recreational and business attractions.

With its picturesque neighborhoods, downtown village and highly-rated schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family. It is located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley.

Position

Under supervision of the Recreation Coordinator and Kinder Prep Director, the Recreation Leader (Kinder Prep) helps plan and implement, schedules, organizes, and directs the City's Tiny Tot Kinder Prep program for children ages 4-6 years old, assures policies and procedures are maintained, and performs related work as required.

Tiny Tots Kinder Prep runs from mid-August through mid-June, 8:00 a.m. to 12:30 p.m. The position is also allowed an additional 6 hours weekly for prep work and may require weekends and evening as needed.

The emphasis of the Tiny Tots program is to provide physical, social, and emotional growth of children in a child-centered environment. Activities are designed to foster a healthy child that has a positive self-image and enjoys learning.

Tiny Tots Kinder Prep program provides material that will produce an atmosphere conducive to each child's own individual creativity and self-expression. Children participate in arts/crafts, music, body movement, basic science, cognitive games, creative play, cooking, circle, story time and phonic awareness.

Area of Responsibility

Plans and conducts diversified recreation programs, plans and organizes daily activities, supervises participants, develops and instructs curriculum for classroom activities, promotes and ensures safety procedures, assists with information nights for parents, maintains accurate reports and records, attends and assists in parent and staff meetings, performs a variety of clerical and administrative support functions, renders first aid in the event of injury. This position also performs related work as required.

Minimum Qualifications

Knowledge of: Child development stages, school readiness principles, equipment needed in a comprehensive child care program, team building principles, methods of organizing, conducting, and supervising recreation programs, marketing and customer service principals, effective oral communication, safety, first aid, and other emergency resource methods, handling the needs and concerns of preschool age children, principles and practices in working in a team environment.

Ability to: Plan, organize, and conduct recreation programs, review and analyze program effectiveness, recommend procedures to improve program, speak before parent groups, maintain effective public relations, establish and maintain effective working relationships, represent the City's high standards, interpret department programs and policies, follow written and verbal instructions, work cooperatively with others, function effectively in supervisory and leadership roles, report problems or hazards which may occur, either with children or parents or with equipment, communicate clearly and concisely, both orally and in writing, engage children in activities and motivate participants, follow safety procedures, display customer service techniques to deal tactfully and courteously with program participants, and general public, independently initiate and complete work activities, respond calmly and efficiently in emergency situations, maintain confidentiality of information, either written or spoken.

Skills in: Using initiative and sound judgment within established guidelines, prioritizing work and coordinating several activities, multitasking, plan and organize activities, communicating and supervising tactfully and effectively with the participants and parents, including interpreting and applying detailed rules and policies, organizing and maintaining supplies, maintaining accurate reports and records, computer skills and use of Microsoft Office products, Word, Excel and Outlook, leadership and supervision skills required to develop and implement program, first aid and CPR.

Experience & Education

Any combination of the listed experience and education requirements may lead to a qualifying application. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of teaching and supervisory experience in recreation programs, elementary education, childcare or preschool programs. Previous experience with preschoolers or working in a parent co-op environment is desirable.

Education: Equivalent to graduation from high school. Post high school degrees or certificates, children's center permit and completed 24 semester units of Early Childhood Education (E.C.E.) classes is desirable.

Salary & Benefits

$16.63-$20.22 hourly / 22—29 hours per week
Pay rate determined by experience, education and assigned level of responsibility.

Application Procedure

Application must be received no later than 5:00 p.m., Friday, November 21, 2014.
Applications may be obtained in the following ways:

- Apply online at www.calopps.org / Member City: Los Altos
- Visit our website at www.losaltosca.gov to print the application form
- Obtain in person by visiting Los Altos City Hall, 1 N. San Antonio Road, Los Altos

Selection Process

All applications and materials will be reviewed. Those most closely matching the desired qualifications and requirements will be invited to participate in the examination process.

Background Requirements

Finalists will be required to undergo a thorough background review and criminal/vehicle records check and fingerprinting check. Past substance abuse and criminal activity may be grounds for disqualification, but all candidates will be evaluated on a case-by-case basis.

Equal Opportunity Employer

The City of Los Altos is an equal opportunity employer and values diversity. If you need reasonable accommodation to participate in any component of the testing process you must notify the Human Resources Division as soon as possible. Pursuant to ADA/FEHA regulations, official documentation to support your request may be required.

City of Los Altos
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