



SENIOR PROGRAM LEADER

SUMMARY

Under general supervision, performs routine support duties for child development services in Youth Services programs; assists children in activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory staff and direction from lead staff. Exercises direction over lower-level staff and volunteers.

DISTINGUISHING CHARACTERISTICS

This journey-level classification in the Program Leader series is responsible for performing support duties for child development services in Youth Services programs. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Provides support duties for child development services in Youth Services programs; assists children in activities, nutritional and personal care needs; serves meals and snacks based on established guidelines; performs clean-up and food storage duties.
2. Prepares instructional, craft, and other materials; participates in, and encourages, play activities with the children; may assist in providing tutorial and/or remedial activities in small groups.
3. Opens, secures, and cleans program areas before and after program use; prepares program areas for scheduled activities and events.
4. Assists in training and leading lower-level staff and volunteers.
5. Assists in the implementation and monitoring of District procedures with respect to participant safety.
6. Participates in staff meetings, family conferences, and other special meetings; observes and monitors family conditions and notifies supervisor of concerns as appropriate.
7. Maintains required and appropriate documentation, including observation notes, logs, and other records.
8. May participate in public relations, outreach, and community education activities.
9. Attends staff training, workshops, and courses as directed by supervisor.
10. Assists with District special events as needed.
11. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED;
- AND**
- One year of relevant experience working with children in a childcare or educational setting.
- OR**
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Child development services, operations, and activities.
- Modern office practices, methods, computer equipment, and applications related to the work.
- Principles and practices for providing high level of customer service.



SENIOR PROGRAM LEADER

Ability to:

- Learn policies, rules, regulations, operations, services, and activities related to assigned activities.
- Assist in maintaining the safety of program activities and participants.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Make basic mathematic calculations with speed and accuracy.
- Demonstrate strong customer service skills, and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire and maintained throughout employment.

PHYSICAL DEMANDS

Must possess: mobility to perform medium physical work; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. The classification supports indoor and outdoor programs requiring frequent walking, running, conducting exercises, and related physical activities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, or tools and equipment used in assigned program area. Program activities may require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties; the ability to lift, carry, and push tools, equipment, and supplies weighing up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. May be exposed to communicable illnesses, blood, and body fluids. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- Medical exam, legally mandated immunizations, tuberculosis, and drug testing clearance.

CLASSIFICATION DETAILS/HISTORY

Job Code: PT239

FLSA Status: Non-Exempt

Supersedes: New, previously used Recreation Leader II