

Part-time temporary  
No Benefits

## **CITY OF SCOTTS VALLEY CLASS SPECIFICATION**

### **ASSISTANT SITE DIRECTOR**

#### **JOB PURPOSE**

Under general supervision, to assist in the direction of a varied indoor and outdoor recreation program and to do related work as required.

#### **EXAMPLES OF DUTIES**

##### **Essential Duties:**

- Assist the Site Directors in the supervision of the recreation day camp programs including activities such as crafts, nature, music, art, sports, drama, cooking, field trips and special events;
- Serve as an instructor of day camp activities;
- Assist in the supervision and work closely with recreation leaders and volunteers;
- Responsible for facility upkeep;
- Maintain program and facility safety standards;
- Keep appropriate records;
- Attend staff meetings and in-service trainings;
- In the absence of the Site Director, supervise the recreation day camp programs.

##### **Marginal Duties:**

- Perform related duties as required.

#### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Requires one year of experience supervising recreation activities; completion of sufficient education for successful job performance; and possession of a valid California motor vehicle operator's license. Must possess twelve (12) ECE units as cited in Title 22, Division 12 regulations

**Ability to:** Assist in providing needed leadership in planning and developing recreation activities; schedule programs and activities; prepare clear and concise reports; work harmoniously with staff, officials and the public.

**Knowledge of:** Principles and techniques of planning and directing a variety of recreation activities; day camp programs and recreation activities for preschool through young teens; a wide variety of community recreation programs.

CITY COUNCIL APPROVAL DATE: November 17, 2004