

ABOUT THE DISTRICT

The North Highlands Recreation and Park District is an independent special district located in Sacramento County. The District is governed by an elected five member Board of Directors and managed by a District Administrator. The District serves a population of 43,507.

The District is comprised of a total of twelve parks with a new park scheduled to break ground in 2018. Some of the recreation facilities were acquired as a result of the closure of McClellan Air Force Base.

For additional information, please contact the District at (916) 332-7440.



NORTH HIGHLANDS RECREATION AND
PARK DISTRICT
6040 WATT AVENUE
NORTH HIGHLANDS, CA 95660



NORTH HIGHLANDS RECREATION AND PARK DISTRICT

IS SEEKING TO FILL
THE POSITION OF

RECREATION AIDE

Deadline: July 20, 2018

Salary Range: \$11.00-\$13.00/hr

6040 WATT AVENUE
NORTH HIGHLANDS CA 95660
(916) 332-7440
www.nhrpd.org
sarah@nhrpd.org

The Position

Under the general supervision of the Site Supervisor assists with planning, organizing, implementing, instructing, directing and monitoring of the activities of school aged children. Insure a safe, fun and educational environment for all participants.



Essential Functions

- Prepare, set-up, assist and participate in a wide variety of recreational activities including, but not limited to: games, sports, crafts, and special events.
- Contribute and participate in the development of programs & activities respective of age, interest, ability and varied skill level.
- Responsibly supervise and keep account of all participants while in the facility/program or on field trips.
- Enforce sign in/out procedures.
- Use positive discipline principles.
- Perform physical inspection of facility prior to, during and after use, ensuring a safe environment for participants and staff.
- Set up, take down and clean-up the facility after use.
- Attend all staff meetings and training sessions.
- Administer first aid and handle emergency situations as they may arise.
- Assist periodically at District sponsored activities.
- Other duties may be required.

Ability To:

- Be assertive in enforcing NHRPD & TRUSD rules and maintain a safe environment.
- Organize groups and individuals in a recreational/educational setting.
- Communicate with participants, parents and school personnel in a clear and precise manner.
- Make quick decisions and use sound judgment.
- Work harmoniously with fellow employees, the public and other agencies.
- Work under stressful and sometimes difficult circumstances and be able to handle sensitive situations as they arise.

Working Conditions

- Indoor and outdoor environments.
- Exposure to heat, cold and occasional inclement weather.
- Some irregular work hours, including evenings and weekends.

After School Program Hours

- Twin Rivers Unified School District's school days
- Monday, Tuesday, Thursday, Friday
 - (2:15pm-6:00pm)
- Wednesday
 - (12:15pm-6:00pm)

Salary and Benefits

- Available hours/week: 10-25
- Salary Range \$11.00—\$13.00 per hour

Application Process

- **Applicants are required to complete the District's standard application.** To receive an application and copy of the job description please call (916) 332-7440 or visit www.nhrpd.org or email sarah@nhrpd.org.
- Application and resume should be submitted to NHRPD, 6040 Watt Avenue, North Highlands, CA 95660 or emailed to sarah@nhrpd.org.
- All completed applications will be reviewed. Selected applicants will be invited for an interview.
- The deadline for applications: July 20, 2018

Qualifications

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying. Applicants must be 16 years of age. High School graduate is preferred.

Licenses Required

- Possession of a valid California Drivers License
- Ability to acquire First Aid and CPR Certificates
- Negative TB results within one year
- Must be fingerprinted and pass background investigation

