GENERAL PURPOSE

Under direction of the Recreation Supervisor, the Child Development Specialist instructs and supervises children and adults in recreation based programs within the San Marino Recreation Department.

DISTINGUISHING CHARACTERISTICS

This position is a year round, part-time position with responsibilities in preschool programs, daycare programs as well as children’s aquatic programs and specialized recreation classes.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Prepares reports concerning ongoing programs regarding effectiveness, number of enrollments, and fees collected; maintain awareness of new developments in various recreation program areas.

Provides a variety of developmentally appropriate activities for pre-school and day care children; plans and conducts learning activities; make routine decisions within the established policies and procedures of the department.

Works independently with individual children or small groups of pre-school children, ages 2 to 6, following defined goals and objectives of the City’s Community Services Department, provides for the physical and emotional, as well as social and intellectual needs of children enrolled in the program.

Engages in physical and sometimes strenuous activities with children; acts as a liaison with parents of pre-school children; alerts parents to any problems or special information about individual children; monitors children’s behavior; responds to inquiries, complaints or requests for information and service (verbally and in writing), from interested individuals, community groups and citizens.

Maintains proper health and safety practices; plans and prepares nutritional snacks; maintains an inventory of supplies and equipment and makes approved purchases as needed.

Monitors and adheres to child custody mandates, child abuse mandates of law, and other legal guidelines in protection of the pre-school child; maintains a high level of ethical behavior and confidentiality regarding the children and their families.
Performs related duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of
Child behavior and growth characteristics; needs of pre-school students; child care programs which include state or county forms, requirements and procedures for daily operations.

Rules and regulations concerning the care and safety of pre-school students; computers and computer programs as well as California on line computer programs relating to child care.

Social, political and environmental issues influencing program administration.

Skills/Abilities
Strong organizational skills; the ability to supervise others; effectively interact with children, the public and City staff; and possess excellent customer service skills.

Maintain enthusiasm and a willingness to learn.

Communicate effectively both verbally and in writing using proper English grammar, spelling and punctuation.

Represent the City before community organizations, parents, and the public.

Establish and maintain effective working relationships with the public and those contacted in the course of the work.

Education and Experience:
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Must be at least 18 years of age.

Education
A Bachelor’s degree from an accredited college or university with major work in Child Development, Recreation, Human Services or a closely related field, is preferred.

Experience
At least two (2) years of increasing responsible experience in the development, implementation and instruction of recreation programs, including supervisory experience.

At least three (3) years experience working with children and adults in organized and specialized programming, both volunteer and work experience will be considered.

Licenses/Certificates
Possession of a valid California Class C driver’s license.

Valid Red Cross First Aid Certificate

Valid Red Cross C.P.R. Certificate
Physical Demands and Work Environment

Physical demands
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and must be able to hear. Employee is frequently required to sit, stand, squat, kneel, lift up to 15 pounds, climb stairs, stoop, and walk for long periods of time; use hands and fingers to manipulate, handle or feel objects, tools, or controls; reach with hands and arms, Employee must occasionally lift and/or Specific vision abilities required by this job include the ability to see well, read fine print and work at a computer work station. Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust, and focus.

Work environment
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office. While working outdoors, the employee may be exposed to noise, vibration, extremes in temperature or humidity, dust, in all weather conditions. Noise levels in the work environment is usually moderate but the employee may occasionally be expose to high level noises including but not limited to emergency vehicle sirens, road traffic, shouting, and yelling.

Department: Community Services
FLSA Status: Non-Exempt
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