



Community Services Department

2001 East Street Woodland, CA 95776 | Phone: (530) 661-2000 | WoodlandCSD@cityofwoodland.gov

The City of Woodland Community Services Department invites your application for

ACTIVITY LEADER I/II SUMMERTIME FUN CLUB/SUMMER TEEN PACK

Under direct supervision of the Activity Manager, the Activity Leader I/II provides fun and safe activities for youth and teens. Hiring for summer camp positions and possibly more.

EXAMPLES OF DUTIES OF ACTIVITY LEADER

The following are typical examples of duties associated with this job class. This list is not exhaustive or limiting:

- ✓ Monitor a group of participants in grades 1-6 or 6 through 9.
- ✓ Direct arts and crafts activities, sports, games, drama, music, dance, and other activities.
- ✓ Manage issues and discipline participants and staff when necessary.
- ✓ Enforce park rules and regulations.
- ✓ Follow city policies and procedures.
- ✓ Complete other assigned duties as needed.

QUALIFICATIONS

- Experience: Have had some experience working with youth and/or teens in organized, well-structured activities.
- Knowledge of:
 - ✓ Appropriate and engaging participation activities for grades 1 through 6 or 6 through 9.
 - ✓ Emergency procedures, First Aid, and CPR. The Community Services Department offers a pre-summer certification class.
- Skill to:
 - ✓ Communicate clearly and concisely, both orally and in writing.
 - ✓ Apply First Aid/CPR methods and follow safety precautions related to assigned activities
- Ability to:
 - ✓ Maintain enthusiasm and high spirits while working with youth and teens
 - ✓ Develop cooperative public relations with the community
 - ✓ Remain calm in stressful situations
 - ✓ Be consistent with enforcing rules and regulations
 - ✓ Maintain authority and control over activities
- Requirements: **Leader I:** The applicant must be at least 16 years of age upon appointment, interested in recreation activities, and willing to work with youth in a recreational setting.
- Leader II:** The applicant must have an education equivalent to graduation from high school and a background in recreation, Early Childhood Education, and other fields working with children.
- Certificates: A standard First Aid Certificate and Community Cardiopulmonary Resuscitation (CPR) Certificate are required. Training opportunities are provided upon hiring.

Work Permit: All appointees under age 18 must have a work permit before beginning work.

SALARY SCHEDULE

Activity Leader I: \$16.50 - \$17.50 (hourly, depending on qualifications)
Activity Leader II: \$17.00 - \$18.00 (hourly, depending on qualifications)

APPLICATION PROCESS FOR ACTIVITY LEADER I/II POSITIONS

The City of Woodland's Community Services Department is accepting employment applications. The filing deadline for Activity Leader I/II positions is **April 4, 2025, at 4:00 pm**. Applications will be screened, and qualified applicants will be invited to an interview.

LIMITED POSITIONS AVAILABLE.

Applications must be submitted online or to the Woodland Community & Senior Center at 2001 East Street.

All of these positions are temporary part-time. ***Temporary employees work no more than 960 hours in a Fiscal Year.***

The pay cycle is bi-weekly. No other benefits compensations are provided except for worker's compensation coverage and sick leave. Employees must contribute 1.45% of their salary to Medicare and 7.5% to a retirement plan under Federal Law.

THE ABILITY TO SPEAK AND UNDERSTAND SPANISH IS A DESIRABLE QUALIFICATION FOR ALL POSITIONS.

The City of Woodland hires only US Citizens and aliens lawfully authorized to work in the United States.

The City of Woodland is an equal-opportunity employer.