

**City of Gonzales**  
**RECREATION LEADER I JOB DESCRIPTION**  
**ELEMENTRY/ MIDDLE/HIGH SCHOOL TUTOR**

Pay Rate: \$14.06

Job is Seasonal

**SUMMARY:**

Under the supervision of the Tutoring Center Supervisor, host, in person, small group and one on one tutoring sessions for elementary, middle and high school students.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for the general safety and development, growth, and skill achievement of the participants in his/her group.
- Maintain responsibility and safety for small groups of children.
- Responsible for activity preparation, facilitation and clean up.
- Provides good customer service which includes but is not limited to: Positive interaction with parents, students and the community, be able to answer questions when asked,
- Provides safe recreation activities as directed by the Recreation Coordinator.

**MINIMUM JOB REQUIREMENTS:**

- Must be at least 18 years of age
- Must be able to lift at least 50 lbs
- Must have current certification CPR & First Aid (Will be provided if hired)
- Must be able to show experience working with children
- Must love kids, be able to show compassion and have tons of energy
- Be able to tutor in subjects for Elementary School, Middle School and High School age participants.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to react calmly and effectively in emergency situations.
- Ability to pass a pre-employment physical and background check as stipulated by the department.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Knowledge of skills required to effectively increase knowledge in subject areas related to Elementary School, Middle School and High School core subject areas

Contact City of Gonzales at 675-5000 for more information. Applications can also be printed from [www.ci.gonzales.ca.us/employment.php](http://www.ci.gonzales.ca.us/employment.php) or picked up at Gonzales City Hall (147 Fourth Street). Applicants should apply online on the indeed.com website.

## **Job Requirements – Recreation Leader 1 –**

### **Grade Level Staff – Addendum**

#### **RECREATION LEADER 1 - JOB DESCRIPTION ADDENDUM RELATED TO COVID-19**

Work closely, in person, with children ages 5-18. Must be able to assist with academic assistance, organization, virtual learning technology and

Work 20-30 hours as scheduled. Program Runs Monday thru Friday 12:00 – 6:00PM and Saturdays 10:00 – 2:00PM

Follow a strict daily schedule as provided by the program which includes scheduled Staff Breaks

Follow the staff protocol and guidelines as established in the City of Gonzales Staff Handbook.

#### **COVID-19 RELATED DUTIES AND RESPONSIBILITIES:**

Follow Covid-19 guidelines as set forth by the CDC and the orders of your supervisors- see (provide link)

Wear a mask and face shield at all times while working. Breaks should be taken away from the program and you should maintain proper social distancing if other staff are also on break.

Participate in multiple daily temperature checks and health question screenings. This includes all staff, parents and participants.

Work diligently and consistently to keep the facility clean, disinfected and sanitized according to protocols adopted from CDC Guidelines.

Do not come to work if you are feeling ill, have a known Covid-19 exposure or have any type of cough or fever over 100.4 degrees.

In the event of a Covid-19 exposure, staff will be required to participate with contact tracing officials.

Personal Protective Equipment will be provided by the City of Gonzales. Minimum required use will be masks, aprons, hand sanitizer, hand soap and face shields for staff. Also available will be goggles, gloves, gowns, touchless thermometers,

If you become ill during a work shift, you will be asked to leave immediately. You will be paid for the remainder of your shift. You may return with a negative test document or after a quarantine of 14 days.

**COVID-19 RISK:**

There will be personal risk in the following areas:

- Possible exposure to Covid-19
- A Covid-19 exposure could mean the program is closed from between 48 hours and 14 days depending on the severity of the exposure. In the event of an outbreak the program may close at any time and may or may not re-open

**COVID EXPOSURE EMPLOYEE ASSURANCES:**

- In the event of a Covid-19 exposure, the City of Gonzales will comply with all relevant state and Federal laws, including the possible provision of paid leave, in the event of contracting COVID or exposure to the same in the workplace resulting in quarantine.